Town of Westford

Annual Town Report

1998

TOWN DEPARTMENT PHONE NUMBERS

Assessors Office		692-5504
Building Department		692-5527
Cable TV Committee		692-2290
Cameron Senior Center		692-5523
Cemetery Department		692-5526
Conservation Commission		692-5524
Council on Aging		692-5523
Finance Director		692-5518
Fire Department		692-5542
	Fax	692-5543
Board of Health		692-5509
Highway Department		692-5520
Housing Authority		692-6011
Fletcher Library		692-5555
	Fax	692-0287
Museum		692-5550
Planning Board		692-5524
Police Department		692-2161
	Fax	692-8460
Recreation Commission		692-5532
Roudenbush Community Center		692-5511
Schools:		
Abbot Elementary School		692-5580
Blanchard Middle School		692-5582
Norman E. Day School		692-5591
Nabnasett Elementary School		692-5583
Robinson School		692-5586
Westford Academy		692-5560
Central Office		692-5560
	Fax	692-4842
Superintendent		692-5560
Shirley Mantone		692-5561
Bookkeeping		692-5562
Business Office		692-5563
Tax Collector		692-5506
Town Accountant		392-4450
Town Clerk		692-5515
	Fax	392-0820
Town Kennel		692-4574
Town Manager		692-5500
	Fax	692-8589
Veterans Agent		392-1170
Water Department		692-5529
	Fax	692-5530

On the Cover – Photograph of First Parish Hall (Lincoln St. & Boston Rd.).
This building was erected in 1829 and reconstructed in 1896.
The Westford Historical Society purchased the building in 1998.
Photograph 1897.

TOWN OF WESTFORD

ANNUAL REPORTS

For the year ending December 31, 1998

ANNUAL TOWN ELECTION

Tuesday, May 4, 1999

ANNUAL TOWN MEETING

Saturday, May 8, 1999

We Remember

Agnes Scott
1897-1998

Agnes Scott arrived in Westford from Norway at the age of 17. She and her husband operated Scott's Dairy Farm from their home on Forge Village Road where they lived for more than 70 years. Agnes shared her sewing and culinary skills through the Tadmuck Club, 4-H Club, and as manager of the Westford Academy cafeteria. Agnes will be remembered fondly for her accomplishments, kindness, and grace.

With Special Thanks
George Fletcher

As a lifetime Westford resident, George Fletcher has spent much of his life as dairy farmer and he operated one of Westford's last dairy farms. Throughout his life, George has been one of Westford's most well known and respected residents. George has served the Town of Westford in many capacities including being a member of the Westford Fire Department, the Conservation Commission, the Board of Selectmen, the Board of Health, the Personnel Board and the Animal Control Officer. In addition to his official responsibilities George has been the caretaker of East Boston Camps for the last 25 years. George's continued commitment to Westford is greatly appreciated and will undoubtedly be felt by the many future generations to come.

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WESTFORD TOWN BOARDS AND COMMITTEES

BOARD OF APPEALS		Appointed by Selectmen	
John Cadigan, Chair.	692-8820	6/87	6/00
Ellen D. Doucette	692-0127	1/88	6/00
David Earl, Alternate	692-2805	7/91	6/99
Jay Enis	692-6109	9/92	6/00
Sam Frank, Alternate	692-8682	12/92	6/99
Ronald H. Johnson	692-4740	1/88	6/99

BOARD OF ASSESSORS		Appointed by Town Manager	
Barbara Bogden	392-2298	8/98	6/99
Diane Holmes, Chair	692-4652	11/95	6/99
Titus Palmer	692-8055	4/96	6/00

CABLE TV ADVISORY COMMITTEE		Appointed by Town Manager	
David Johnson, Secretary	692-8692	11/93	6/99
Dave Levy, Chair	692-2290	7/93	6/99
Donald Whitehouse, Chair	692-8643	10/95	6/99

5 YEAR CAPITAL PLAN COMMITTEE		Appointed by Town Manager	
Joe Diamond	692-0089	8/98	
Linnea Flint	692-3175	8/98	
Frank Gower	692-2744	8/98	
Jim Sullivan	692-8248	8/98	
William Taffel	692-6952	8/98	
Jessica Traywick	692-4399	8/98	
George Turner	692-0001	8/98	
Robert Waisnor	692-8690	8/98	
Don Whitehouse	692-8634	8/98	

CITIZENS ADVISORY COMMITTEE		Appointed by Town Manager	
Louis Ashley	692-2026	8/98	
Judith Culver	692-7433	8/98	
Jeanne Drula	692-4733	8/98	
Richard Emmett	692-8329	8/98	
Susan Flint	692-6816	8/98	
Ellen Harde	692-2039	8/98	
Frank Messer	692-5518	8/98	
Beverly Woods	692-0763	8/98	

BOARD OF CEMETERY COMMISSIONERS		Appointed by Town Manager	
Karen Campbell, Chair	692-3684	10/92	6/99
Fred Healy	692-6111	1/97	6/99

CONSERVATION COMMISSISON		Appointed by Town Manager	
Chester Cook	692-4686	5/89	6/99
Eric Fahle, Chair	692-0138	4/94	6/99
George Fletcher	692-6288	7/95	6/99
William Harman	692-3907	9/95	6/99
Michael Killoran	692-7925	7/98	6/01
Margaret Wheeler	692-5401	12/95	6/99
Christie Williams, Vice Chair	692-0107	9/95	6/99

COMMUNITY TEAMWORK INC.		Appointed by Town Manager	
Madonna McKenzie Representative to Board of Directors	692-3721	12/92	6/99

CONSTABLES		Appointed by Town Manager	
Joseph Connell	692-8284	1/94	6/99
Edward J. Finn	692-4341	10/94	6/99
William MacMillan	692-6359	5/95	6/99
Walter McAvoy	663-3981	6/84	6/99

COUNCIL ON AGING		Appointed by Town Manager	
Judy Bartlett, Vice Chair.	392-0140	8/95	6/00
Helena Crocker Co Chair	692-8259	6/92	6/00
Cecelia Healy	692-6943	6/83	6/01
Eugene Jungbluth	692-7277	6/98	6/01
Nancy Oakes	692-5515	6/98	6/01
Mary Smith, Chair	692-8179	6/84	6/01
Robert Teirney	692-7222	4/92	6/99

WESTFORD CULTURAL COUNCIL		Appointed by Town Manager	
Mary Gallant	392-9733	5/98	6/04
Cecile Glendening	392-0058	12/93	6/99
Jim Gozzo, Chair	392-7996	5/96	6/02
Lizette Greaves	692-9474	5/98	6/04
Jonnie Walker-Rohs	392-9045	12/93	6/99

DEVELOPMENT AND INDUSTRIAL COMMISSION		Appointed by Town Manager	
Patricia Begley	692-6843	1/93	
Keith Cobleigh	692-1958	1/97	
Richard Crocker	692-2675	8/96	
Thomas LeBlanc	692-6072	8/96	
Thomas Mahanna	692-1332	1/97	
Elizabeth Newman	392-9477	8/96	
Mark Scolnick	692-8381	6/84	
Glen Shenkin	692-5313	6/84	
J. Frank Strauss	692-8904	6/84	

EMERGENCY MANAGEMENT		Appointed by Town Manager	
Frances Mulligan, Director	692-8282	6/84	6/99
Work	458-7211		
Paul Murray, Deputy Director	692-2763	7/98	6/99

FENCE VIEWER		Appointed by Town Manager	
Charles VanLandeghem	692-8809	6/84	6/99

FIELD DRIVER		Appointed by Town Manager	
Arnold Wilder	692-6649	6/84	6/99

FINANCE COMMITTEE		Appointed by Moderator	
Judy Culver, Vice Chair	692-7433	9/94	6/01
Jeanne Drula, Chair	692-2077	9/94	6/01
Dorothy Hall	692-4363	8/93	6/00
Robert Harlow	692-5150	12/94	9/99
Gaylord McCartney	692-7673	9/92	9/99
Paul Murray	692-2763	1/93	6/01
Jim Sullivan	692-8248		6/00
Claire Withee	692-0717		6/00

FIRE SUBSTATION BUILDING COMMITTEE		Appointed by Town Manager	
Andy Anderson	692-0542	8/98	
Daniel Britko	692-2623	8/98	
Paul Carey	692-4704	8/98	
Judy Culver (non voting)	692-7433	8/98	
Frank Gower	692-2744	8/98	
Ward Healy, Chair	692-6191	8/98	
Chief Richard Rochon	692-5542	8/98	
George Rogers	692-2686	8/98	
James Lamy	692-4305	8/98	
Robert McCusker Jr.		8/98	
David DeVincentis (alternate)	692-8318	8/98	
Tim Hall (alternate)	692-1235	8/98	
James Klecak (alternate)	692-9497	8/98	
Joseph Targ	692-5494	8/98	

BOARD OF HEALTH		Elected	
Louis Ashley, V. Ch.	692-2026	5/89	6/99
Anthony Gemmellaro Ch.	692-6298	6/93	5/99
Joseph Guthrie Jr.	692-4310	5/93	5/99
Kevin McCusker	692-3692	5/96	5/99

HIGHWAY GARAGE SITE COMMITTEE		Appointed by BOS	
Paul Alphen, Chair	692-9715	8/98	
Louis Ashley	692-2026	8/98	
Richard Barrett	692-5520	8/98	
Sam Bayou	392-2050	8/98	
Claudette Chagnon	589-9811	8/98	
Todd J. Croteau	692-6204	8/98	
Geoge Fletcher	692-6288	8/98	
Mark Hamel (non-voting)	692-5520	8/98	
John A Healy, III	692-2137	8/98	
Robert Jefferies	692-4471	8/98	
Madonna McKenzie Vice Chair.	692-3721	8/98	
Richard McNeil	692-8077	8/98	
James Pearson	692-9723	8/98	
John Reeves (alternate)	692-5520	8/98	
William Rogers (alternate)	692-5520	8/98	
Frank Thompson (alternate)	692-2673	8/98	
Gaylord McCartney (non voting)	692-7673	8/98	
Christie Williams (alternate)	692-0107	8/98	

HISTORICAL COMMISSION		Appointed by Town Manager	
Sally Benedict	692-7389	7/85	6/99
Marilyn Day (resigned)	692-7744	6/97	6/99
Jane Hinckley	692-8862	1/94	6/99
Bette Hook	692-8335	12/93	6/00
Kenneth Tebbetts, Chair	692-1347	7/96	6/98
Madonna McKenzie	692-3721	7/98	6/00
Roland Pendelbury	692-8043		6/00
George Lukon (alternate)	692-9921	6/98	6/00

HOUSING AUTHORITY		Appointed by Town Manager	
Muriel Drake	692-6001	5/95	5/00
Carol Engel	692-7869	5/91	5/01
Robert Ferreira, Chair	692-4007	5/97	5/02
Maria Hamer, Vice Chair	692-8735	8/98	
Phyllis Koulouras, Treas.	392-0846	5/98	5/03

JV FLETCHER LIBRARY TRUSTEES		Appointed by Town Manager	
Samuel Frank	692-8682	5/98	5/01
James Gozzo	392-7996	10/96	5/99
Doris Hathaway	692-6189	5/93	5/99
Veronica Whitehouse, Chair	692-8634	5/93	5/99
Paul Royte	692-5152	5/98	5/01
Charles O. Swanson	692-2011	10/95	5/00

LOWELL REGIONAL TRANSIT AUTHORITY		Appointed by Chairperson, BOS	
William Kavanaugh	692-8364	4/93	6/99

MASTER PLAN IMPLEMENTATION COMMITTEE		Appointed by Town Manager	
Paul Alphen	692-9175	6/98	6/99
Maryannick Bovard	692-5990	1/99	1/00
Mary Caless	692-8642	6/98	6/99
Lynn Cohen	692-0261	1/99	1/00
Paul Cummings	692-5234	6/98	6/99
Doug Deschenes	692-7198	1/99	1/00
Wendy Darragh	692-1092	6/98	6/99
Paul Eichten	692-1225	6/98	6/99
Ann Eno	692-5843	1/99	1/00
Peter Fletcher	692-6564	6/98	6/99
Sam Frank	692-8682	6/98	6/99
Michael Green	692-2797	1/99	1/00
David Guthrie	692-3030	1/99	1/00
Barbara Hansel	692-3587	6/98	6/99
Angela Harkness	692-3984	6/98	6/99
Diane Holmes	692-4652	6/98	6/99
Robert Jefferies	692-4471	6/98	6/99
Peggy Jungbluth	692-6187	6/98	6/99
Edwin Ketler	692-4653	6/98	6/99
David Pallian	692-8874	6/98	6/99
Betsy Pettit	589-5100	1/99	1/00
Chris Romeo	392-1513	1/99	1/00
Deborah Romeo	392-1513	1/99	1/00
Alexander Rosiniski	692-6202	1/99	1/00
Ronald Sandholm	692-4985	6/98	6/99
Andrea Peraner-Sweet	692-7399	6/98	6/99
Kennith Tebbetts	692-1347	6/98	6/99
Leslie Thomas	692-2612	6/98	6/99
Mary Trubey	692-8355	6/98	6/99
Anthony Martinez	692-6058	1/99	1/00
Robert Waisnor	692-8690	6/98	6/99
Victor Weisenbloom	692-3049	1/99	1/00
Christie Williams	692-0107	6/98	6/99

NORTHEN MIDDLESEX COUNCIL OF GOVERNMENT	
Peter Fletcher	692-6564
Jack Wrobel	692-2975

MODERATOR			Elected
Ellen Harde	692-2039	5/93	5/99

NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT COMMITTEE Appointed by Town Manager			
Leo Dunn	692-2759	5/94	4/01
Joan O'Brien	692-2222	6/90	4/99
Frank Heslin, Alternate	692-9776	4/98	3/01
Hajo Koester	692-2513	4/96	4/99

PERMANENT SCHOOL BUILDING COMMITTEE		Appointed by BOS
Steven Brierley	692-6460	
Diane Celi	692-5759	
Paul Davies	692-4485	
Karl Fagans, Chair	(781) 209-1057	
Richard Faherty	692-0080	
Geraldine Healy-Coffin	692-2804	
Robert Jefferies	692-4471	
Richard Jordan	692-8963	
Robert McCusker	692-8083	
Kenneth Morgan	692-7108	
Michael Mulligan	392-9411	
George Murray	692-8621	
Andrea Peraner-Sweet	692-7399	
Robert Smith	692-2692	
Kirk Ware	692-9498	
Victor Weisenbloom	692-2039	

PLANNING BOARD			Elected
Andrea Peraner-Sweet	692-7399	5/97	5/02
Paul Eichten	692-1225	8/98	5/99
Peter Fletcher	692-6564	5/83	5/03
Marguerite Jungbluth	692-7277	5/95	5/00
Allan Loiselle, Chair	392-0813	12/94	5/99

POLICE FACILITIES BUILDING COMMITTEE		Appointed by BOS
Lee England	692-4707	7/96
James Gozzo	692-7996	7/96
Robert Herrman	392-9181	7/96
Bette Hook	692-8355	7/96
John Hughes	692-3967	7/96
Hugh Maguire		7/96
Paul Murray	692-2763	7/96
Dennis Peloquin, Chair	692-6107	7/96
Chief Robert Welch	692-2161	7/96
Glenna Janyne Yeuell	692-1440	7/96

RECREATION COMMISSION		Appointed by Town Manager	
Elizabeth Ahern	692-2107	10/93	6/97
Kurt Ebert	392-9389		
Kim Healy	692-6191	5/96	6/99
Marc Herrmann			
Sheila Hulings	392-0939		
Sarah Ledder	692-7388		
Thomas McEnaney	692-2161		
Michael Perron	692-2161		
Glen Townsend	692-3947	3/94	6/97
Robert Welch, Chair	692-2161		

RECYCLING COMMISSION		Appointed by Town Manager	
Joyce Demers	392-9077	9/97	
Gerry DiBello	692-9317	9/89	
Ann Eno	692-5843	9/90	
Kenneth Teal	392-7822	11/96	
Gayle Wells, Chair	692-5025	10/93	

REGISTRARS OF VOTERS		Appointed by Town Manager	
Philip McGee, Dem.	392-9498	8/95	6/00
Wilbert Vaughn, Rep.	692-8618	3/82	6/01

ROUDENBUSH COMMUNITY CENTER COMMITTEE		Appointed by Town Manager	
Karen Basinas	392-4535	10/96	6/99
Karen Benway, Chair	692-2179	3/95	6/99
Peg Blanchard	692-8933	7/93	6/99
Timothy Butler	692-7122	5/88	6/00
Beth Cohan	692-9598	6/97	6/99
Maria Congleton	692-3285	6/97	6/00
Nancy Dimaggio	692-0722	4/97	6/99
Angela Harkness	692-3948	3/97	6/00
Jim Passios	392-0626	6/98	6/01
Charlotte Scott	692-6230	6/97	6/00
Jayne Stafstrom	692-9285	6/97	6/00
Bob Waskiewicz	392-0408	6/98	6/01
Denny Wood, V. Chair	692-3128	6/98	6/01

SCHOOL COMMITTEE		Elected	
Lee England, Chair	692-4707	5/96	5/99
Sharon Boonstra	692-5725	5/94	5/00
Teresa Herrick	392-9559	5/98	5/01
Richard Faherty	692-0080	5/97	5/00
Linnea Flint	692-3175	5/88	5/99
Susan Flint	692-6816	5/95	5/01
Tim Martin	692-3614	5/97	5/00

SELECTMEN			Elected
Michael Ingalls, Chair	692-4403	5/97	5/00
Dini Healy-Coffin	692-2804	5/96	5/99
Robert Jefferies	692-4471	5/98	5/01
Hal Schrieber	692-7906	5/90	5/99
Jack Wrobel	692-2975	5/92	5/01

STONY BROOK MASTER PLAN SUB-COMMITTEE	Appointed by Planning Board and BOS		
Paul Alphen	692-9715	10/98	10/99
Chip Barrett	692-5520	10/98	10/99
Andy Brunelle	692-3405	10/98	10/99
Karen Cambell	692-3634	10/98	10/99
Bill Coakley	692-3122	10/98	10/99
Dini Healy-Coffin	692-2804	10/98	10/99
Paul Davies	692-4485	10/98	10/99
Jean Drula	692-2077	10/98	10/99
Paul Eichten	692-1225	10/98	10/99
George Fletcher	692-6288	10/98	10/99
Sandra Habe	692-5532	10/98	10/99
Mark Hamel	692-5520	10/98	10/99
Mike Ingalls	692-4403	10/98	10/99
Patti Mason	692-5511	10/98	10/99
Gaylord McCarthy	692-7673	10/98	10/99
Christine Pude	692-3808	10/98	10/99

TAX POSSESION SALE COMMITTEE		Appointed by Town Manager
A. Justim McCarthy Esq.	692-2662	
Norman Nesmith	692-8486	
William McMillan	392-8710	

TOWN FOREST COMMITTEE		Appointed by Town Manager
Richard Barrett	692-5520	6/92
Carlton Roux	692-5500	6/92

TOWN MEETING COORDINATOR -		Appointed by Town Manager	
Dorothy Hall	692-4363	9/98	9/99

BOARD OF WATER COMMISSIONERS		Appointed by Town Manager	
Harold Fletcher Sr.	692-8321	7/96	6/99
Walter Marcella, Chair	692-7858	7/97	6/00
Leslie Thomas	692-2612	7/98	6/01

WESTFORD TOWN ADMINISTRATORS

AFFORDABLE HOUSING DIRECTOR — **Appointed by Town Manager**

Christine Pude	692-3808

ANIMAL CONTROL OFFICER — **Appointed by Town Manager**

Judi Bassett	692-2584
Town Kennel	692-4574

BOAD OF ASSESSORS — **Appointed by Town Manager**

Michael P. Dugas, Principal Assessor	692-5504
Joan Corey, Assistant Assessor/Data Collector	692-5504

BUILDING DEPARTMENT — **Appointed by Town Manager**

Donald Kinney, Building Commissioner	692-5527
Chester Cook, Building Inspector	692-5527
Arthur Smith, Plumbing Inspector	692-5527
Harold Bosselmann, Plumbing Inspector	692-5527
Chester Cook, Gas Inspector	692-5527
Dennis Kane Jr., Electrical Inspector	692-5527
Dennis Kane Sr., Asst. Electrical Inspector	692-5527
Gary Belinski, Electrical Inspector	692-5527

BURIAL AGENT — **Appointed by Town Manager**

Nancy Oakes	692-5515

BURIAL AGENT OF DECEASED SOLDIERS — **Appointed by Town Manager**

Joseph Greene	692-5509

BY-LAW ENFORECEMENT OFFICER — **Appointed by Town Manager**

Chester Cook	692-5527

CARETAKER OF WHITNEY PLAYGROUND, TOWN COMMON, AND MONUMENTS
Appointed by Town Manager

Richard Barrett	692-5520

CEMETERY SUPERINTENDANT — **Appointed by Town Manager**

Paul Baxendale	692-5526

CONSERVATION ADMINISTRATOR — **Appointed by Town Manager**

G. William Turner	692-5542

ELDER SERVICES DIRECTOR — **Appointed by Town Manager**

Joanne Sheehan 692-5523

FENCE VIEWER — **Appointed by Town Manager**

Charles VanLandeghem 692-8809

FIELD DRIVER — **Appointed by Town Manager**

Arnold Wilder 692-6649

FINANCE DIRECTOR — **Appointed by Town Manager**

Frank H. Messer 692-5518

FIRE CHIEF

Richard Rochon 692-5542

DIRECTOR OF HEALTH SERVICES — **Appointed by Town Manager**

Sandra Collins, Town Nurse 692-5509

DIRECTOR OF LAND USE MANAGEMENT — **Appointed by Town Manager**

Jeff Chelgran 692-5527
Cheryl Accardi, Assistant 692-5527

HIGHWAY SUPERINTENDENT

Richard "Chip" Barrett 692-5520
Mary Blane, Admin. Assistant 692-5520

JV FLETCHER LIBRARY DIRECTOR — **Appointed by Town Manager**

Ellen Rainville 692-5555

MEASURER OF WOOD AND BARK — **Appointed by Town Manager**

Chester Cook 692-5524
Carlton Rooks 692-5500

MUNICIPAL CENUS SUPERVISOR — **Appointed by Town Manager**

Nancy Oakes 692-5515

NASHOBA VALLEY TECHNICAL HIGH SCHOOL SUPERINTENDANT

Judith Klimkiewicz 692-4711

PARKING CLERK — **Appointed by Town Manager**

Nancy Oakes 692-5515

POLICE CHIEF	**Appointed by Town Manager**
Robert Welch	692-2161
Jo Cobleigh, Admin. Assistant	692-2161

RECREATION DIRECTOR	**Appointed by Town Manager**
Rose McGrath, Thoman	692-5532

REGISTRAR CLERK, EX OFFICIO	**Appointed by Town Manager**
Nancy Oakes	692-5515

ROUDENBUSH COMMUNITY CENTER DIRECTOR	**Appointed by Roudenbush Community Center Trustees**
Patti Mason	692-5511

SCHOOL DEPARTMENT	
Dr. John Crisafulli, Superintendent	692-5560
Shirley Mantone, Admin. Assistant	692-5560
Everett Olsen, Business Manager	692-5562
Barbara Martel, Bookkeeper	692-5562
Dr. Marcia Lukon, Curriculum Director	692-5561

MIS DIRECTOR/TOWN & SCHOOL	**Appointed by Town Manager**
Andrew Meglis	392-4449

SEALER OF WEIGHTS AND MEASURES	**Appointed by Town Manager**
George Fletcher	692-8066

SUBSTANCE ABUSE COORDINATOR	**Appointed by Town Manager**
Joseph Greene	692-5509

SUPERINTENDENT OF STREETS	**Appointed by Town Manager**
Richard Barrett	692-5520

TAX COLLECTOR	**Appointed by Town Manager**
Ann Vandal	692-5506
Elaine Hickey, Assistant	692-5506

TOWN ACCOUNTANT	**Appointed by Town Manager**
Cheryl A. Gariepy	392-4450
Margaret Vennard, Assistant	392-4450

TOWN CLERK	**Appointed by Town Manager**
Nancy Oakes	692-5515
Patricia Dubey, Assistant	692-5515

TOWN COUNSEL	**Appointed by BOS**
Bracket & Lucas	
Gary Bracket & Elaine Lucas	
19 Cedar St.	
Worcester MA 01609	(508) 799-9739

TOWN ENGINEER	**Appointed by Town Manager**
Mark Hamel	692-5517

TOWN FOREST COMMITTEE	**Appointed by Town Manager**
Richard Barrett	692-5520
Carlton Rooks	692-5500

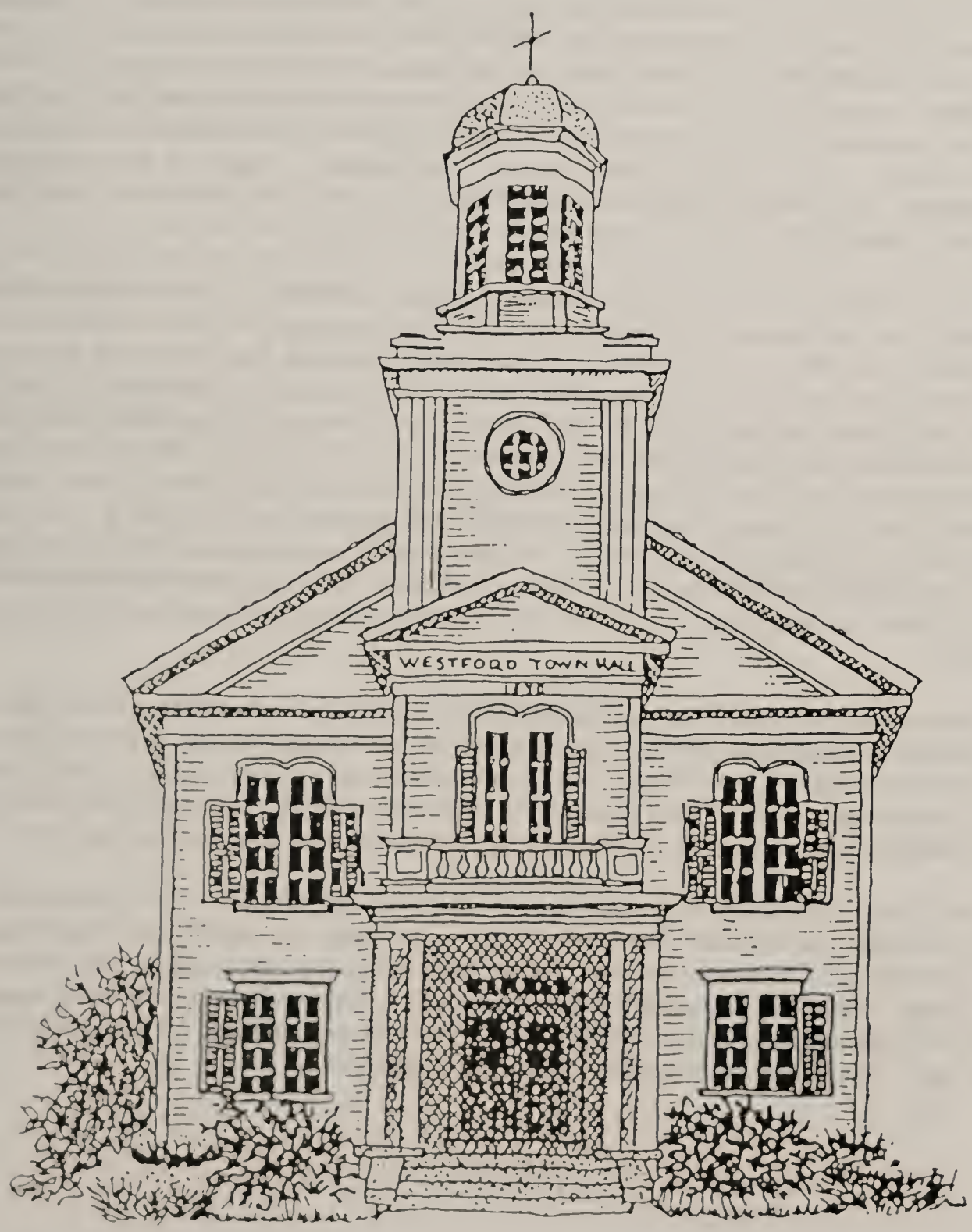
TOWN MANAGER	**Appointed by BOS**
Madonna McKenzie	
Interim Town Manager	692-5500

TREE WARDEN	**Appointed by Town Manager**
Carlton Rooks	692-5500
Chester Cook, Deputy	692-5524

VETERANS AGENT	**Appointed by Town Manager**
Joseph Greene	692-5509

WATER SUPERINTENDENT	**Appointed by Water Commissioners**
Warren Sweetser	692-5529
Robin Fullford, Admin. Assistant	692-5529

General Government



BOARD OF SELECTMEN

The Board of Selectmen is pleased to submit its report for the calendar year ending December 31, 1998. The Board of Selectmen is the chief policy making board of the town and acts by establishing policy statements and guidelines to be implemented by town agencies under the responsibility of the board.

At the Annual Town Election in May, Jack Wrobel was re-elected for another term on the board and Bob Jefferies was elected for his first term as selectman. After the Annual Town Meeting, the Board of Selectmen re-organized and elected Mike Ingalls as Chairman, Dini Healy-Coffin as Vice Chairperson and Bob Jefferies as Secretary. Along with the Town Manager Glenn Fratto, the board then proceeded with the business of the town for the coming year.

Thanks to the efforts of Town Manager Glenn Fratto, the Finance Committee and the School Committee, Annual Town Meeting on May 9, 1998 approved the Town Managers budget of $39,120,534.00. Town Meeting also approved funding for an override of Proposition 2 ½ of $692,076.00 for the school operating expenses. The town voted to place $150,000 into the stabilization fund, which increased this fund to exceed one million dollars. The town's continued support of the stabilization fund greatly contributed to Westford's bond rating increasing from A to A1. This will help us to reduce the interest rate on future borrowing. Town Meeting also received a report on the Picking Farm parcel from Robert Webb and Robert Waskiewicz regarding progress on work at the farm. Town Meeting accepted their report and was pleased with the progress. Town Meeting also performed its regular house keeping transfers during the Special Town Meeting, which was held within Annual Town Meeting. Thanks to it's participants and committee members, Town Meeting was a success and we, once again, looked forward to facing the new challenges of the coming year.

The Special Town Meeting of November 16, 1998 saw its regular house keeping and transfers of funds to balance accounts from the Annual Town Meeting in May. The town voted to place $1,000,000 into the stabilization fund. $140,000 was then transferred from the stabilization fund to provide an emergency repair to the roof at the Roudenbush Community Center. Town Meeting also approved $105,000.00 for repairs to the septic system at the Norman E. Day School. Town Meeting authorized $25,000.00 for the Architectural and Engineering costs for the new Highway Garage. The Highway Garage Site Committee hopes to bring a plan before Town Meeting in May of 1999. The town also conducted some updating of bylaws, permitting fees, and zoning. Age restricted housing was proposed in two articles at Town Meeting. Both articles failed. The Planning Board felt that the zoning bylaw regarding these articles was outdated, and that density requirements should be further investigated before any such projects were approved. The Planning Board along with the Master Plan Committee will be reviewing and updating this bylaw during the current year.

Throughout the last year, the Town once again struggled with the demands of a rapidly growing population. Many new housing developments have been added, increasing the demands on the School Department as well as all other departments in town. Work continues on addressing this issue, as well as traffic problems along Route 110, and space needs of town departments. All of the departments, boards, and committees in Westford will continue to bring the best services they can with the limited resources they have.

Many residents have contributed to improving Westford and its history. The Graniteville Pride organization is commended on their commitment to the preservation of Graniteville. Many projects in Graniteville would not have been accomplished without the volunteerism and immense dedication of these individuals. Forge Village has also established an organization, which will work with town departments and help preserve historical areas in that section of town. One new project slated for the Spring of 1999 is a skate board park. This illustrates the positive impact of volunteerism.

Many new projects are on-line as planned. The School Department has begun renovations on the Norman E. Day School and Robinson School. The major renovations and addition to Westford Academy are ahead of schedule thanks to the diligent work of the Permanent School Building Committee. The construction of the new Police Station is on schedule and the steel structure is taking shape. That project is progressing rapidly thanks to the Police Building Committee. Other projects in the works, such as the Fire Sub Station in Graniteville and the Highway Garage are moving forward. The Fire Sub Station Building Committee hopes to begin construction in the Spring of 1999. Without the efforts of these committees and their members, such projects would not be possible. Our sincere thanks to you all.

This year saw the retirement of one long time employee, Elaine McKenna, and the departure of another, Joseph Lisi. Elaine served the town for 25 years in various capacities and is well remembered for her years as Town Clerk. Joseph Lisi served as Principal of Westford Academy for 31 years, and will be remembered fondly. To Elaine and Joe, we extend our gratitude and best wishes for the future.

After 2 ½ years, the town ended its contract with Town Manager Glenn Fratto. We wish Glenn the best in all of his future endeavors. The Board of Selectmen appointed Madonna McKenzie as Interim Town Manager and the Board of Selectmen will begin the process to appoint a new Town Manager immediately. The Board of Selectmen expects this process to last three to four months and plans to have a new Town Manager in place by June, 1999. Once again, during the process of the Town Manager search, all departments will continue to keep the town running as efficiently as they always have. Thanks to all town employees for their hard work, especially during this time of change.

Without the employees, committees, and volunteers who work endless hours and spend countless evenings working toward the common goal of improving and maintaining the quality of life in Westford, the Board of Selectmen would not be successful. We extend our sincere appreciation and thanks to all who participate and assist in town government.

Respectfully Submitted,

Michael P. Ingalls, Chairman

Dini Healy-Coffin, Vice Chairperson

Robert Jefferies, Secretary

John E. Wrobel Jr.

Hal R. Schrieber

Left to Right - Selectman Hal Schrieber, Selectman Jack Wrobel, and State Representative Geoff Hall. Memorial Day Parade, 1998

FINANCE COMMITTEE
1998 ANNUAL REPORT

The Finance Committee is comprised of 9 volunteer community members appointed by the Town Moderator to 3 year overlapping terms which coincide with the fiscal calendar. One of the primary functions of the Finance Committee is to review the Town Manager's budget and make recommendations to the Town Meeting concerning matters of appropriating money.

After months of budget hearings and negotiations the Finance Committee and Town Manager Glenn Fratto reached consensus and presented a balanced budget for Town Meeting consideration. This budget was approved by Town Meeting voters on May 9, 1998 with only one amendment (Board of Health personal services). The Finance Committee, with support from the Town Manager, asked for an appropriation of $150,000 from free cash to the Town's Stabilization Fund (Article 6). This received the approval of Town Meeting voters. The Finance Committee set a goal of a $1,000,000 balance in the Stabilization Fund by 12/31/98.

Prior to Town Meeting, on Tuesday, May 5, 1998 the voters of Westford cast ballots for 2 ballot questions. Both these questions passed by a slim majority. Question 1 asked for an operational override for the School Department of $692,076. Question 2 was a debt exemption which allows the town to borrow money for construction of a fire substation, a highway garage facility and classroom/ renovations for Day and Abbot Schools. At Town Meeting Article 11 was approved to appropriate $692,076 for School Department operating expense, Article 12 approved borrowing $1.6M for construction of a fire substation and Article 14 approved borrowing $865,000 for classroom construction/ conversion at Day and Abbot Schools.

Fall Special Town Meeting was held on Monday, November 16, 1998 and continued on Tuesday, November 17, 1998. The Finance Committee recommended approval of $724,329 to close the operating budget for fiscal year 1999. The Finance committee also recommended $105,000 to repair the Day School septic system, $25,000 for Highway Facilities site studies and $40,000 for School Building site studies. Town Meeting approved all these expenditures with the Town Meeting giving $50,000 (the Town Manager's recommended amount) to the Permanent School Building Committee for site evaluations.

The Finance Committee recommended, and Town Meeting approved, using $140,000 from the Stabilization Fund to repair the roof of the Roudenbush Community Center. The Finance Committee will closely track this expenditure and request that any excess funds be returned to the Stabilization Fund by a future Town Meeting.

The voters approved the Finance Committee's recommendation to appropriate $1M of free cash to the Stabilization Fund bringing the balance to $1,617,595. This contributed to an improved bond rating for the town, thus allowing for a lower cost of borrowing for FY 99. After much discussion about applying the remaining free cash to reduce the tax rate, this motion was defeated. Two articles, 26 & 27, requested zoning changes for proposed age-restricted housing. These articles were defeated despite the Finance Committee's recommendations of their positive effect on the tax rate.

The Finance Committee also approved the following transfers from the Reserve Fund (six month's activity):

Reserve Fund					**BALANCE**
7/1/98	Beginning Balance			**$ 92,000**	
7/22/98		Police	Patrol Boat	$ 6,500	85,500.00
10/28/98		Finance Dept.	Senior Secy Payroll	$ 3,060	82,440.00
11/12/98		Town Clerk	archive records	$ 8,500	73,940.00

Respectfully submitted,
Westford Finance Committee

Jeanne Drula, Chairman
Judith Culver, Vice-Chair
Claire Withee, Secretary
Robert Harlow
Gaylord MacCartney
Dorothy Hall
Deborah Dutton-Ricard
Paul Murray
Jim Sullivan

Town of Westford

Finance Department
55 Main Street
Westford, Massachusetts 01886

Honorable Board of Selectmen
Town of Westford
Massachusetts 01886

Honorable Selectmen:

In accordance with the requirements of the Massachusetts General Laws, the Annual Financial Report of the Town Accountant for the Town of Westford, for the fiscal year ended June 30, 1998 is herewith submitted.

The data represents a fair and accurate presentation in all material aspects of the Town's financial position and results of its operations. Disclosures necessary to enable the reader to gain an understanding of the Town's financial affairs have been presented. Included are schedules on debt issuance and servicing, trust and agency activity, and a detail listing of revenue and expenditures for fiscal year 1998.

The report is based on information recorded using the Uniform Municipal Accounting System (UMAS) of the Massachusetts Department of Revenue. The same information was used to prepare Schedule A.

An audit of the Town's financial records by Melanson, Greenwood and Company, P.A., Certified Public Accountants has been completed and the results of that audit are available in my office for public inspection. The books of the Town are also open for public inspection during normal business hours.

Respectfully Submitted,

Frank H. Messer
Finance Director

TOWN OF WESTFORD
ANALYSIS OF ESTIMATED RECEIPTS
FOR FISCAL YEAR ENDING JUNE 30, 1998

DESCRIPTION	ACTUAL F.Y. 1997	ESTIMATED F.Y. 1998	ACTUAL F.Y. 1998	EXCESS OR (DEFICIT)
REAL & PERS TAXES (Net):	**22,431,392**	**24,823,449**	**25,018,292**	**194,843**
STATE CHERRY SHEET:	**5,544,182**	**6,126,058**	**5,976,945**	**(149,113)**
LOCAL RECEIPTS:				
Payment In Lieu	31,942	30,000	32,783	2,783
Motor Vehicle Excise	1,720,037	1,700,000	2,082,188	382,188
Other Excise	0	0	0	0
Penalty & Interest	86,888	66,917	79,828	12,911
Fees	272,714	250,000	184,374	(65,626)
Dept Rev - Cemetery	9,640	9,100	9,650	550
Dept Rev - Other	71,594	54,999	113,533	58,534
Licenses & Permits	571,446	540,000	432,182	(107,818)
Special Assessments	30,503	30,000	23,472	(6,528)
Fines & Foreits	18,027	18,000	36,558	18,558
Investment Income	349,761	309,000	378,027	69,027
Other Non-Recurring	0	97,111	97,111	0
Hotel/Motel Excise	178,181	175,000	185,725	10,725
TOTAL LOCAL RECEIPTS	**3,340,733**	**3,280,127**	**3,655,431**	**375,304**
TOTAL GENERAL FUND	**31,316,307**	**34,229,634**	**34,650,668**	**421,034**
WATER FUND	**1,698,314**	**1,600,000**	**1,963,928**	**363,928**
TOTAL RECEIPTS	**$33,014,621**	**$35,829,634**	**$36,614,596**	**$784,962**

TOWN OF WESTFORD
REVENUE SUMMARY
FISCAL YEAR 1998

GENERAL FUND REVENUE (FUND 0100)

Taxes (Net of Refunds)		
Real Estate 1998	24,326,984	
Real Estate 1997	104,760	
Real Estate 1996	38,756	
Real Estate Prior Years	34,231	
Total Real Estate		24,504,731
Personal Property 1998	501,028	
Personal Property 1997	12,533	
Total Personal Property		513,561
Total Taxes		**25,018,292**
In Lieu Of Taxes		**32,783**
Motor Vehicle Excise		
Motor Vehicle Excise 1998	1,660,423	
Motor Vehicle Excise 1997	388,178	
Motor Vehicle Excise 1996	31,006	
Motor Vehicle Excise Prior Years	2,581	
Total Motor Vehicle		**2,082,188**
Penalties & Interest		
Real & Personal Property	72,882	
Motor Vehicle Excise	6,946	
Total Penalties & Interest		**79,828**
Charges For Services		
Fees - Cable Franchise	2,668	
Fees - Dog Officer	2,898	
Fees - Conservation	1,573	
Fees - Planning Board	55,731	
Fees - Zoning Board	5,063	
Fees - Maps & Data	786	
Fees - Lien Certificates	38,580	
Fees - Registry M.V.	40,752	
Fees - Town Clerk	16,062	
Fees - Tax Redemption Charges	781	
Fees - Demands	19,481	
Total Fees		184,374

TOWN OF WESTFORD
REVENUE SUMMARY
FISCAL YEAR 1998

Departmental Revenue		
Departmental - School	234	
Departmental - Cemetery	9,650	
Departmental - Police	28,985	
Departmental - Fire	317	
Departmental - Restitution to Town	500	
Departmental - Other	180,607	
Total Departmental		220,294
Total Charges For Service		**404,668**
Licenses and Permits		
Auctioneer License		
Common Victuals License	460	
Alcohol Beverage License	43,050	
Class II License	400	
One Day License	310	
Video License	1,020	
Total Licenses		45,240
Place of Assembly	80	
Gas Storage Permits	802	
Police Firearm Permits	493	
Fire Smoke Detector	3,510	
Fire Alarm	2,965	
Oil Burner Installation	600	
Blasting	545	
Sprinklers	375	
Plumbing Permits	23,845	
Building Permits	264,578	
Gas Permits	20,815	
Wiring Permits	47,375	
Other Building Permits	3,810	
Board of Health Permits	16,540	
Other B.O.H. Permits	609	
Total Permits		386,942
Total Licenses & Fees		**432,182**
Hotel/Motel Excise		**185,725**

TOWN OF WESTFORD
REVENUE SUMMARY
FISCAL YEAR 1998

Revenue from State - Cherry Sheet		
Abatements to Elderly/Vets/Spouse	28,112	
Veterans' Benefits	8,697	
Additional Assistance	1,126,887	
Chap 70 School Aid	2,702,751	
Lottery, Beano & Charity	1,060,878	
Tuition State Ward	9,462	
Highway Funds	106,178	
Pupil Transportation	167,639	
School Construction	766,341	
Total State Cherry Sheet		**5,976,945**
Fines & Forfeitures		
District Court	34,218	
Parking Fines	2,340	
Other		
Total Fines & Forfeiture		**36,558**
Special Assessments		
Added To Tax 1998	18,284	
Committed Interest 1998	5,188	
Unapportioned		
Total Special Assessments		**23,472**
Investment Income		
Interest of Investments	355,311	
Interest Escrow	4,512	
Interest on Savings	170	
Interest Tax Titles	16,213	
Interest Cem Sale of Lots	1,821	
Total Investment Income		**378,027**
TOTAL GENERAL FUND REVENUES		**$34,650,668**

TOWN OF WESTFORD
EXPENDITURE ANALYSIS
JUNE 30, 1998

Final 10/02/98

Function/Department	Balance Carryforward 6/30/97	Appropriated Annual Town Meeting	Appropriated Special Town Meeting	Reserve Fund & Transfers	Total Available Funds	Net Expenditures	Closed to Fund Balance	Balance Carryforward 6/30/98
Gen Govt/Selectman		15,086.00		6,252.44	21,338.44	21,338.44	0.00	
Gen Govt/Town Manager	5,000.00	123,388.00	52,550.00	(36,349.27)	144,588.73	138,608.03	980.70	5,000.00
Gen Govt/Fin Comm		95,000.00		(92,000.00)	3,000.00	3,000.00	0.00	
Gen Govt/Finance		92,202.00		1,819.46	94,021.46	93,355.82	665.64	
Gen Govt/Town Accountant		101,353.00		2,690.76	104,043.76	103,389.49	654.27	
Gen Govt/Assessors	6,738.00	163,973.00	60,000.00	1,618.70	232,329.70	205,006.92	4,614.98	22,707.80
Gen Govt/Collector		117,867.00	4,650.00	13,687.00	136,204.00	135,760.66	443.34	
Gen Govt/Legal Services		62,000.00			62,000.00	62,000.00	0.00	
Gen Govt/Personnel	4,209.29	105,950.00	950.00	(91,851.00)	19,258.29	18,290.97	967.32	
Gen Govt/Centrex Phone Sys		20,300.00			20,300.00	20,299.13	0.87	
Gen Govt/Technology		169,000.00			169,000.00	164,318.20	(0.00)	4,681.80
Gen Govt/Town Clerk		92,677.00	5,650.00	1,140.81	99,467.81	99,465.35	2.46	
Gen Govt/Maint Projects	22,371.00	100,307.00	12,600.00	2,575.84	137,853.84	137,824.88	28.96	
Gen Govt/Police/Fire Cmplx		23,500.00			23,500.00	23,023.17	476.83	
Total General Gov't	38,318.29	1,282,603.00	136,400.00	(190,415.26)	1,266,906.03	1,225,681.06	8,835.37	32,389.60
Con&Dev/Conserv Commission	15,733.00	91,214.00	(50,000.00)	5,012.78	61,959.78	61,755.31	204.47	
Con&Dev/Planning		89,346.00		1,545.00	90,891.00	90,891.00	0.00	
Con&Dev/Zoning Board		4,000.00			4,000.00	3,966.14	33.86	
Con&Dev/Industrial Comm		2,000.00			2,000.00	2,000.00	0.00	
Con&Dev/Cable T V Com	5,418.00	500.00			5,918.00	4,888.36	1,029.64	
Total Con&Dev	21,151.00	187,060.00	(50,000.00)	6,557.78	164,768.78	163,500.81	1,267.97	0.00
Pub Sfty/Police		1,989,191.00	76,418.71	86,082.48	2,151,692.19	2,142,659.33	9,032.86	
Pub Sfty/Fire	7,070.37	1,182,445.00	14,575.00	18,435.55	1,222,525.92	1,044,691.22	52,834.70	125,000.00
Pub Sfty/By Law Enforcement		6,577.00		(679.00)	5,898.00	5,898.34	(0.34)	

TOWN OF WESTFORD
EXPENDITURE ANALYSIS
JUNE 30, 1998

Final 10/02/98

Function/Department	Balance Carryforward 6/30/97	Appropriated Annual Town Meeting	Appropriated Special Town Meeting	Reserve Fund & Transfers	Total Available Funds	Net Expenditures	Closed to Fund Balance	Balance Carryforward 6/30/98
Pub Sfty/Bldg Inspector		128,770.00		8,860.30	137,630.30	131,816.33	5,813.97	
Pub Sfty/Sealer Weights		400.00			400.00		0.00	400.00
Pub Sfty/Civil Defense		2,000.00		800.00	2,800.00	1,377.38	1,422.62	
Pub Sfty/Animal Control		28,890.00		900.00	29,790.00	27,242.28	2,547.72	
Pub Sfty/Tree Warden		18,000.00			18,000.00	18,000.00	0.00	
Total Public Safety	7,070.37	3,356,273.00	90,993.71	114,399.33	3,568,736.41	3,371,684.88	71,651.53	125,400.00
Educ/School Dept		18,473,143.00			18,473,143.00	18,473,143.00	0.00	
Educ/NVTHS Assessment		409,475.00			409,475.00	409,392.00	83.00	
Educ/Capital		0.00			0.00		0.00	
Total Education	0.00	18,882,618.00	0.00	0.00	18,882,618.00	18,882,535.00	83.00	0.00
Pub Wk Hwy/Hwy Admin		1,155,128.00		3,932.86	1,159,060.86	1,161,281.22	(2,220.36)	
Pub Wk Hwy/Capital	11,000.00	25,000.00	150,000.00	28,050.00	214,050.00	198,590.80	2,300.00	13,159.20
Pub Wk Hwy/Grnds Mnt		168,159.00	5,000.00		173,159.00	146,477.91	925.57	25,755.52
Pub Wk Hwy/Cemetery		14,025.00			14,025.00	13,175.04	(0.00)	849.96
Pub Wk Hwy/Snow & Ice		245,000.00	32,000.00		277,000.00	276,775.69	224.31	
Pub Wk Hwy/Solid Waste	55,179.00	1,185,058.00	(45,323.25)	2,000.00	1,196,913.75	984,020.31	180,101.78	32,791.66
Total Pub Wk Highway	66,179.00	2,792,370.00	141,676.75	33,982.86	3,034,208.61	2,780,320.97	181,331.30	72,556.34
Hlth&Hum/B O H Enviro		126,541.00		998.32	127,539.32	103,924.30	23,615.02	
Hlth&Hum/Animal Control		3,950.00			3,950.00	3,950.00	0.00	
Hlth&Hum/Public Services		46,038.00		1,398.87	47,436.87	47,316.37	120.50	
Hlth&Hum/Senior Center		45,953.00	3,000.00		48,953.00	48,748.36	0.00	204.64
Hlth&Hum/Cncil Aging	26,315.25	59,577.00	10,610.00	8,972.84	105,475.09	104,466.49	0.00	1,008.60
Total Hlth&Hum Service	26,315.25	282,059.00	13,610.00	11,370.03	333,354.28	308,405.52	23,735.52	1,213.24
Veterans Services		40,000.00	(15,000.00)		25,000.00	24,559.20	440.80	
Total Veterans Services	0.00	40,000.00	(15,000.00)	0.00	25,000.00	24,559.20	440.80	0.00

TOWN OF WESTFORD
EXPENDITURE ANALYSIS
JUNE 30, 1998

Final 10/02/98

Function/Department	Balance Carryforward 6/30/97	Appropriated Annual Town Meeting	Appropriated Special Town Meeting	Reserve Fund & Transfers	Total Available Funds	Net Expenditures	Closed to Fund Balance	Balance Carryforward 6/30/98
Cultr&Rec/Library		773,294.00		6,392.35	779,686.35	768,483.64	11,202.71	
Cultr&Rec/Recreation		54,857.00		14,160.83	69,017.83	69,017.83	0 00	
Cultr&Rec/Hist/Museum		29,700.00			29,700.00	15,079.69	420 31	14,200 00
Cultr&Rec/Comm Centr		13,594.00		1,113.95	14,707.95	14,707.95	0 00	
Cultr&Rec/Memorial Dy		2,200.00			2,200.00	2,200.00	0.00	
Total Cultural &Recreation	0.00	873,645.00	0.00	21,667.13	895,312.13	869,489.11	11,623.02	14,200.00
Debt Ser/ Prin & Int		3,908,591.00			3,908,591.00	3,913,241.25	(4,650 25)	
Total Debt Service	0.00	3,908,591.00	0.00	0.00	3,908,591.00	3,913,241.25	(4,650.25)	0.00
Unclass/ Pension		750,621.00	42,099.00		792,720.00	780,963.00	0.00	11,757.00
Unclass/ Cmpr Insur		84,750.00			84,750.00	57,545.81	27,204.19	
Unclass/ Other		177,638.00			177,638.00	196,183.58	(18,545.58)	
Unclass/ Grp Health		888,250.00	125,000.00		1,013,250.00	1,013,250.00	0.00	
Total Unclassified	0.00	1,901,259.00	167,099.00	0.00	2,068,358.00	2,047,942.39	8,658.61	11,757.00
TOTAL GENERAL FUND	159,033.91	33,506,478.00	484,779.46	(2,438.13)	34,147,853.24	33,587,360.19	302,976.87	257,516.18
Pub Works/Water	0.00	1,099,058.00		2,438.13	1,101,496.13	1,031,570.80	69,925.33	
Pub Works/Capital	1,690,225.80	500,942.00	290,000.00		2,481,167.80	1,988,895.81	69,477.17	422,794.82
TOTAL WATER FUND	1,690,225.80	1,600,000.00	290,000.00	2,438.13	3,582,663.93	3,020,466.61	139,402.50	422,794 82
TOTAL	1,849,259.71	35,106,478.00	774,779 46	0.00	37,730,517.17	36,607,826 80	442,379 37	680,311 00

Town of Westford
Expendable & Non Expendable Trusts
June 30, 1998

NON EXPENDABLE TRUST	BEGINNING BALANCE	INTEREST	-----REVENUE------ CONTRIBUTIONS	OTHER	EXPENDITURES	ENDING BALANCE
Cemetery Perpetual Care	183,794.50		4,600.00			188,394.50
Charles Colburn Cem	1,500.00					1,500.00
William Wright Cem	5,000.00					5,000.00
Lyman Wilkins Cem	1,413.11					1,413.11
J.H. Fletcher Cem	1,500.00					1,500.00
Alonzo Reed Cem	1,500.00					1,500.00
Metcalf & Soldiers Cem	1,300.00					1,300.00
Library Book Fund	13,000.00					13,000.00
Library Lecture Fund	30,000.00					30,000.00
All Purpose Fund	17,347.58					17,347.58
Library Trustee	58,354.35					58,354.35
Ellen Rainville Education	10,000.00					10,000.00
Whitney Tree	2,500.00					2,500.00
Whitney Playground	10,000.00					10,000.00
TOTAL NON EXPENDABLE	**337,209.54**	**0.00**	**4,600.00**	**0.00**	**0.00**	**341,809.54**

Town of Westford
Expendable & Non Expendable Trusts
June 30, 1998

EXPENDABLE TRUST	BEGINNING BALANCE	INTEREST	-----REVENUE----- CONTRIBUTIONS	OTHER	EXPENDITURES	ENDING BALANCE
Stabilization	604,177.95	3,418.93				607,596.88
Health Insurance Trust	39,495.14	4,553.74	1,931,161.03	52,766.84	1,922,504.57	105,472.18
Cemetery Perpetual Care	29,679.79	9,456.25			5,299.00	33,837.04
Charles Colburn Cem	1,962.22	154.24				2,116.46
William Wright Cem	8,591.63	605.48				9,197.11
Lyman Wilkins Cem	2,957.67	194.71				3,152.38
J.H. Fletcher Cem	1,295.97	124.56				1,420.53
Alonzo Reed Cem	4,242.25	255.80				4,498.05
Metcalf & Soldiers Cem	5,975.29	324.10				6,299.39
Library Book Fund	601.71	600.71				1,202.42
Library Lecture Fund	2,022.80	1,453.25			1,206.79	2,269.26
All Purpose Fund	1,649.30	853.14	570.19		2,002.07	1,070.56
Library Trustee	1,660.02	2,736.77	81.00		2,703.91	1,773.88
J.V. Fletcher Library	84,574.16	4,144.65	9,113.58		10,805.59	87,026.80
Ellen Rainville Education	1,683.03	520.44			739.00	1,464.47
Whitney Tree	9,355.07	528.12				9,883.19
Whitney Playground	19,196.99	1,300.66				20,497.65
Conservation	25,350.95	922.17		50,000.00	10,326.32	65,946.80
TOTAL EXPENDABLE	**844,471.94**	**32,147.72**	**1,940,925.80**	**102,766.84**	**1,955,587.25**	**964,725.05**

TOWN OF WESTFORD
LONG TERM DEBT SCHEDULE
JUNE 30, 1998

PURPOSE AND ORIGINAL AMOUNT		ISSUE DATE	RATE	BEGINNING BAL 7/1/97	NEW ISSUES	PRINCIPAL PAYMENTS	ENDING BAL 6/30/98	INTEREST THIS YEAR
Academy Addition A & E	125	04/15/95	5.50	100,000		25,000	75,000	5,000.00
Academy Addition A & E	1,800	10/01/96	4.66	1,800,000		360,000	1,440,000	75,150.00
Roofs/Betterment/Class	908	10/15/95	5.43	800,000		100,000	700,000	41,025.00
A & E Rec/Tn, Sch Cap Equip	886	12/01/94	6.23	580,000		145,000	435,000	31,200.00
Nab Roof/Bridge/Senior Ctr	335	04/15/94	4.80	134,000		67,000	67,000	7,001.50
Land Acquisition	1,275	07/15/93	3.70	840,000		140,000	700,000	33,250.00
Departmental Equipment	155	07/15/93	3.20	35,000		35,000	0	647.50
Midle School Cnst (Supl)	135	07/15/93	3.70	90,000		15,000	75,000	3,562.50
Day Classroom Conversion	33	06/30/97	6.00	33,000		9,000	24,000	1,980.00
Day Classroom Conversion	150	12/29/97	4.00	0	150,000		150,000	3,300.00
Tn Equip,Frost Cameron	226	03/01/93	4.40	45,000		45,000	0	1,980.00
Town/School Repairs	159	04/15/93	4.50	31,000		31,000	0	1,395.00
Solid Waste Settlement	256	04/15/93	5.00	51,000		51,000	0	2,550.00
Sanitary Landfill	1100	06/15/89	6.50	220,000		110,000	110,000	14,520.00
Library Addition	2,280	05/19/87	6.425	750,000		150,000	600,000	43,650.00
Drew Land Acquisition	175	06/30/97	6.00	175,000		39,000	136,000	10,500.00
Drew Land Acquisition	175	12/29/97	6.00	0	175,000		175,000	3,850.00
Pickings Land Acquisition	1,200	05/15/98	4.52	0	1,200,000		1,200,000	
Middle School Const	8,700	10/15/90	6.40	4,350,000		725,000	3,625,000	278,037.50

TOWN OF WESTFORD
LONG TERM DEBT SCHEDULE
JUNE 30, 1998

PURPOSE AND ORIGINAL AMOUNT		ISSUE DATE	RATE	BEGINNING BAL 7/1/97	NEW ISSUES	PRINCIPAL PAYMENTS	ENDING BAL 6/30/98	INTEREST THIS YEAR
Middle School Const (Ref)	5,650	07/15/93	4.00	6,420,000		70,000	6,350,000	332,405.00
Water Pumping Station	600	10/01/96	5.10	600,000		40,000	560,000	28,910.00
Water Storage Tank	290	12/29/97	4.40		290,000		290,000	6,380.00
Departmental Equipment	150	12/29/97	4.40		150,000		150,000	3,300.00
Nabnasset Sch Const	5,400	10/01/96	5.22	5,115,000			5,115,000	267,573.75
Nabnasset A & E	300	10/01/96	4.63	300,000		75,000	225,000	12,131.25
Police Station A & E	375	10/01/96	4.66	375,000		75,000	300,000	15,656.25
Police Station Construction	230	12/29/97	4.40		230,000		230,000	5,060.00
Police Station Construction	375	05/15/98	4.52		5,070,000		5,070,000	
Day Land Acquisition	545	10/01/96	5.09	545,000		40,000	505,000	26,105.00
Police/Fire Equipment	36	10/01/96	4.67	36,000		6,000	30,000	1,536.50
Highway Equipment	184	10/01/96	4.65	184,000		44,000	140,000	7,506.00
Senior Center Paving	30	10/01/96	4.67	30,000		5,000	25,000	1,278.75
School Computers	30	10/01/96	4.67	30,000		5,000	25,000	1,278.75
Issue Costs/Temporary Debt								28,811.00
TOTAL TOWN				23,669,000	7,265,000	2,407,000	28,527,000	1,296,531.25

Tax Collector
FY98

As you may know we have just completed the computer conversion for the Real Estate bills and we are currently finalizing the conversion of the Excise Tax bills. I realize that the bill format is not the same as it has been in the past and there are some adjustments that need to be made. I will address any issues as soon as possible and will make the bill layout as reader friendly as possible.

Over the past 12 months we have been aggressively collecting back taxes. In doing so we have had a very good response with respect to payments but at the same time have been forced to place many properties in Tax Title status. We have also arranged some payment plans which have not been adhered to and we will continue to place those properties in tax title. Because of the ever growing number of houses being constructed in town, collection of taxes is becoming more and more difficult and that has and will continue to result in an even more aggressive collection policy. If you are having difficulty making tax payments please contact our office and alert us, and if you are a senior the town does have a senior tax work program you may want to consider. To get information on the program you should contact either the Town Manager's office or Joanne Sheehan, Elder Services Director.

If you have questions regarding your tax bill please do not hesitate to contact our office at 692-5506. Unfortunately we are not the office to contact for address changes, owner names, etc., you need to contact the Assessor's office at 692-5504 to make any changes to your tax bill. Please see the spreadsheet accompanying this report for specific data regarding collections and balances.

Respectively submitted,

Ann Vandal

TAX COLLECTOR
TOWN REPORT
07/01/97-06/30/98

TYPE	BALANCE	COMMITTED	COLLECTED	REFUNDS	ABATED	TAX LIENS	TOTAL
Real Estate							
Prior	250,594.00	-	29,838.00	561.00	-	82,552.00	138,762.00
1995	45,200.00	-	17,059.00	10.00	-	22,750.00	5,401.00
1996	226,801.00	-	49,164.00	960.00	-	32,655.00	145,942.00
1997	856,000.00	-	284,083.00	46,495.00	225.00	77,544.00	540,643.00
1998	-	24,718,048.00	24,252,332.00	24,501.00	151,515.00	-	338,702.00
TOTAL	**1,378,595.00**	**24,718,048.00**	**24,632,476.00**	**72,527.00**	**151,740.00**	**215,501.00**	**1,169,453.00**
Excise							
Prior	103,042.00	-	5,051.00	-	165.00	-	97,826.00
1994	5,736.00	-	523.00	1,123.00	50.00	-	6,286.00
1995	8,516.00	-	1,590.00	38.00	5.00	-	6,959.00
1996	66,697.00	9,079.00	32,754.00	1,747.00	2,110.00	-	42,659.00
1997	119,607.00	120,730.00	409,760.00	21,582.00	24,903.00	-	(172,744.00)
1998	-	1,949,498.00	1,672,319.00	11,897.00	32,024.00	-	257,052.00
TOTAL	**303,598.00**	**2,079,307.00**	**2,121,997.00**	**36,387.00**	**59,257.00**	**-**	**238,038.00**
Personal Property							
Prior	30,563.00	-	-	-	-	-	30,563.00
1996	4,988.00	-	-	-	-	-	4,988.00
1997	25,648.00	-	34,780.00	35.00	1.00	-	(9,097.00)
1998	-	517,008.00	500,788.00	108.00	18,558.00	-	(2,330.00)
TOTAL	**61,199.00**	**517,008.00**	**535,568.00**	**143.00**	**18,559.00**	**-**	**24,224.00**

Tax Collector, Ann Vandal

Board of Assessors

Years Activities

Fiscal year 1999 comprised of a state mandated revaluation for the Town of Westford. The fiscal 1999 assessments were based on sales that occurred in the calendar 1997 year. The previous assessments were based on sales in the 1994 calendar year. This was exemplified with the dramatic increase in assessments for the fiscal 1999 actual tax bill. In future years the Assessors Office will try to keep the assessments more current with the market value of real estate throughout the town so such a dramatic increase in taxes will not be imposed. The Department of Revenue certified the results of this assessment data to be within their statistical requirements and the tax bills went out on time.

The department also converted the assessment program to a newer 4GL program that assesses and analyzes the data more accurately. This process was quite arduous but necessary for year 2000 compliance. The older software was not functioning well and created many headaches as well as unnecessary costs for the department. Overall; with the conversion, the revaluation, and town wide hyper-growth, it was a very busy year for the Assessors office. The staff deserves much credit, the office was very busy during this time and the they met all the challenges with superb competence and dedication to the town. Sale prices of Westford homes are continuing to increase during the 1998 calendar year. People are paying a premium to live in this community. This relationship will increase property assessments, but also give homeowners a higher equity position in their homes compared to other towns.

Exemptions

In Fiscal year 1998 the board of Assessors granted two hundred eighteen statutory exemptions for property taxes in the amount of $98,445 (Veterans, Elderly over 70, Blind, etc.) In Fiscal year 1997 the amount was $82,702. The majority of the increase is due to the Chapter 126 of the Acts of 1988, allowing exemptions to increase to double their stated exemption amount.

Abatements

In Fiscal year 1998 there were 62 requests for abatements on real and personal property. Thirty-five abatements were granted resulting in a total refund of $68,352 tax dollars. There was one appeal filed with the Appellate Tax Board, and a judgment has not been made to this date.

Respectfully submitted by:

Michael Dugas, Principal Assessor
For the Westford Board of Assessors:

Diane Holmes, Chairperson
Barbara Bogdan
Titus Palmer

Principal Assessor, Michael Dugas

TOWN OF WESTFORD
TOWN CLERK
TOWN HALL
55 MAIN STREET
WESTFORD, MASSACHUSETTS 01886

In 1998, we saw the retirement of Elaine McKenna after 17 years of dedicated service as Town Clerk. Elaine oversaw the transition of the Clerk's position from elected to appointed. Peg Vennard was promoted to Assistant Town Accountant. These two individuals left a very large void. They are missed! The Commonwealth of Massachusetts is requesting that all Town Clerks become certified. This process takes three years and many hours of class, just what the doctor ordered for a new clerk! I've completed the first year of training. The new year included a State primary, State Election, and a Special Town Meeting, as well as passport applications being processed by our office. Dog registration, census forms, and vital records have all added up to a very exciting year. As always in Westford, we are so lucky to have a great pool of volunteers always ready to help. To all of you who extended your hand to help us in our first year, our deepest thanks. A very special thanks to Peg Vennard, Mrs. Bette Hook, Mary Caless, Paul Alphen, John Connell, Groton Town Clerk Bonnie Biocchi, and the Dispatch Department of the Westford Police Department. The dispatcher's knowledge solved many dilemmas for us.

Town Clerk	Assistants
Nancy Oakes	Patty Dubey
	Betsy Hall
	Kristen Fisher

Telephone (978)692-5515 Fax (978)392-0820
Nancy J. Oakes
Town Clerk

Cable Television Advisory Committee

The cable television advisory committee is a five member board appointed by the selectmen to oversee the implementation of the cable license and to address cable related issues. In 1998, we have been operating with only three members but we have accomplished a great deal.

The major accomplishment of 1998 for the cable television advisory committee was the negotiation of the new license with Cablevisison and bringing the new license to the selectmen for their signature. This ended more than two years of information gathering, public hearings, town-wide surveys and many hours of negotiations. The license negotiations lead to a the signing of a five year license with Cablevision. (A special thank goes out to Dave Levy, the vice-chairperson of the committee, who typed the entire 80+ pages of the license which saved the town of Westford thousands of dollars.)

What did the new license mean to Westford? More money is being contributed to the Westford Access studio for new equipment to help improve the quality and professionalism of the offering on Channel 8. We are to receive full time equivalence of a Cable Access Coordinator for Westford to allow for more professional and innovative programming. We received an I-Net extension to the Nabnasset School which was paid for by Cablevision, not Westford. We have received the right to require more testing and reporting on the Cablevision system and the service received by the citizens of Westford from Cablevision.

When we are not negotiating the license, we meet on the fourth Thursday of every month (except November and December) at the J.V. Fletcher Library to discuss the progress of ongoing projects, discuss upcoming changes, advocate for the cable customers, monitor testing on system and service, listen to customer complaints that have not been resolved by Cablevision Customer Service and any other cable related issues that arise.

What can you do to help? You can keep us informed as to problems that Cablevision can not address concerning cable service. You can take the free television producer's course offered several times a year. Then you can volunteer to tape some of the many committee meetings so they can be broadcast on Channel 8. You could volunteer to become a member of the Cable Television Advisory Committee.

Submitted by - Don Whitehouse Chairperson
Dave Levy - Vice Chairperson
Dave Johnson - Secretary

CONSERVATION COMMISSION

The rapid pace of development of the Town saw no let up in 1998, and the Commission and its staff had a very busy year dealing with the oversight of previously approved plans, while reviewing many new plans. In addition, significant amounts of the Commission's time were consumed by having to deal with serious violations of the State wetlands law and Town wetlands bylaws. Despite the time and attention needed to properly review and condition new projects and deal with violations, the Commission, in conjunction with the Westford Conservation Trust, was able to make progress with management of Town land under its care and custody, making it more accessible and meaningful to the public.

Statistically, the work of the Commission is reflected as follows: public hearings were opened for 16 Requests for Determination, primarily to determine existence and location of wetlands, as well as potential impacts from roadway utility installations, including gas and water lines; public hearings were opened for 95 Notices of Intent and amendment submissions for proposals to work within 100 feet of wetlands. Personnel with the State Department of Environmental Protection have informed the Commission that Westford received the most filings of any Town within the Central Region during 1998. Only a few towns in the Southeast Region had more filings. At the same time the Commission had the fewest appeals of its decisions of any Town in the Central Region, reflecting the care and attention given to every application. The Commission conducted 8 formal site visits, and Conservation Administrator William Turner conducted over 400 site inspections.

Enforcement orders and fines for five sites, totaling $6,350.00 were issued, primarily for failure to comply with Orders of Conditions issued under the State wetlands law and Town wetlands bylaws.

The focus of project review shifted from large residential projects, such as "Greystone Estates" and "Beaver Brook Estates" to commercial and municipal projects, including the new Police facility adjacent to Town Hall on Main Street. Major commercial projects reviewed included new office buildings at Westford Technology Park and at 506-508 Groton Road, as well as a proposed 36-hole miniature golf course at Kimball Farms on Littleton Road. Major residential subdivisions reviewed included "Sullivan Estates" located off Rome Drive near Boston Road and "Sweetsers' Place II" located off Acton Road.

Construction of previously approved projects continues at a rapid pace, and despite their complexity and large scale, great success has been achieved in meeting established environmental protection goals including protection of threatened wildlife species identified by the State's Natural Heritage Program. At "Greystone Estates," protective measures for the Spotted Turtle, a Species of Special Concern as identified by the State Natural Heritage Program, have been installed and studies have shown that the Turtles are using the special travel corridors established for them. At the Westford Academy expansion, an access road through sensitive Blue Spotted Salamander habitat (another Species of Special Concern) has been successfully completed. At "Beaver Brook Estates," a significant breeding pond for the Blue Spotted Salamander has remained unharmed, and the bird species the American and Least Bitterns, both listed as Endangered by the State, continue to be observed in nearby marshes along Beaver Brook.

Unfortunately, the Commission has had to deal with serious violations of the State wetlands law and Town wetlands bylaws. One of the most serious involved the excavation of a small pond and stripping of wetlands vegetation on nearly a half acre off Sawmill Drive, without any prior request for review or approval of the work. Substantial fines and restoration requirements were instituted in that case. One of the most troubling violations with which the Commission has ever dealt, arose when an overflow pipe from a wastewater storage tank at a carwash on Littleton Road was illegally connected to the stormwater collection system, resulting in a discharge of contaminated material to a stormwater detention basin near wetlands. Such systems must be kept separate because the stormwater collection system directs runoff from rainstorms and melting snow on paved surfaces through treatment areas, such as detention basins, before discharging to adjacent sensitive resource areas, including recharge areas for water supply wells. Detention basins are not designed to treat wastewater discharges. The Commission required immediate removal of this pipe and ongoing engineering review, as well as extensive soil testing. Test results revealed concentration of hazardous material in sufficient quantities to require a report to the Department of Environmental Protection under the State Contingency Plan. DEP will review the reports and determine what remedial actions will be necessary. The issuance of a fine by the Commission regarding this matter is pending.

While these kinds of violations are very troubling, the Commission and its staff have noticed a practice that seems to be increasing and is destroying substantial wetlands in the Town. It is the dumping of yard wastes, primarily grass clippings and leaves, into wetlands, which unfortunately is especially damaging, because homeowners and landscape contractors tend to dump the material right on the wetlands edge, the most productive and sensitive area. While wetlands routinely naturally recycle normal leaf fall every year, the dumping of unnaturally large quantities of materials literally suffocates the wetlands, and creates decay conditions that then create organic acids that can contaminate well water. Commission staff is available to review a property with homeowners to establish where safe composting areas can be established. Please call 692-5524 between 8:00 A.M. and 5:00 P.M. Monday through Friday to schedule an appointment. Otherwise, Laughton's Nursery at 31 Lowell Road will accept clean leaves and grass clippings in any amount from non-commercial residents of the Town. Interested residents should call the Nursery at 692-7752 to check on days and hours when the site is open.

Continued progress in land preservation and protection was made in 1998. Three very significant parcels were acquired by the Town and placed in the care and custody of the Conservation Commission. These include: 15.33 acres east of Tenney Road acquired as a donation from Avalon Real Estate Development Inc.; 12.86 Acres off Hartford Road donated by George and Virginia Kloppenburg; and purchase of 49.25 Acres of the Picking Farm property located off Gould Road. In addition, two Ch. 184 Conservation Restrictions establishing permanent restriction from further development won final approval from the State Secretary of Environmental Affairs. These restrictions cover 10.07 acres associated with the "Rolling Meadows" subdivision located off Forrest Road and 29.17 acres associated with the "Westford Manor Estates" subdivision located off Robinson Road. Annual Town meeting approved an allocation of $50,000.00 to the Conservation Expendable Trust Fund, providing an important resource to facilitate future land acquisitions. Such appropriations should be considered as deposits in a "savings account" for the Town to use in meeting open space goals established under the Master Plan.

Good progress was made in 1998 in management of Town conservation lands. Building on an active trail stewardship program, the Commission, in cooperation with the Westford Conservation Trust,

established the Westford Land Stewardship Program, whose participants assist in maintaining and improving the growing body of protected land. The Town owes a great deal to these volunteers, who systematically walk these lands, clear and mark trails, and pick up litter. Two important projects, undertaken by the Stewardship group, included establishment of a new walking trail at the Slifer land off Keyes Road, and restoration of an old dam at the "Skating Pond" on Town land between Hearthstone Road and Buckboard Drive. The League of Women Voters, a wonderful and dedicated long-term partner in land stewardship, recleared the John Gagnon Nature Trail behind the Day School as well as the Kissacook Hill Trail. The Commission would also like to express its appreciation to Eagle Scout candidate Will Bunker for his fine project involving site improvements at the Slifer land. Looking forward, the Commission, responding to the interest and participation of local residents, asked local Landscape Architect Nicholas Reed to review its Pond St. Parcel, acquired from Murray Printing in 1989. The Commission is looking forward to working with the neighborhood to restore a small beach area on Forge Pond, and to converting an existing paved parking area to green space over the next few years.

The Commission and Trust are always looking for interested individuals to participate in the Stewardship Program. If you are interested, please call Commission members Christie Williams (692-0107) or Mike Killoran (692-7925) or Conservation Trust Steering Committee member John Piekos (692-8922).

Finally, computerization of Commission records neared completion, as information on all Wetlands Act filings were entered into a Lotus Notes Database, which is accessible from public terminals at the Permitting Office at Town Hall. Our new Conservation Technician, Heather Redding, a graduate of the University of Massachusetts – Amherst, with a degree in Environmental Science and minor in Wildlife and Fisheries Conservation completed much of this work. Heather joined the Permitting Office Staff in 1998 in support of the Zoning Board of Appeals and Planning Board, as well as the Conservation Commission.

If you are interested in more information about the Conservation Commission, Westford's Conservation lands, trails, or wetlands and other natural resources, visit the Commission's website, which can be accessed via the Town of Westford Home Page at http://westford.mec.edu, or directly at the address of http://www.ultranet.com/~killoran/cc.html.

As always, the Commission would like to take this opportunity to salute the dedication, hard work and personal sacrifice of the many unpaid volunteers serving on Town committees to protect and enhance Westford's special natural and historic heritage.

Respectfully submitted,

Eric Fahle, Chairman
Christie Williams, Vice Chair
Margaret Wheeler
William H. Harman III
George Fletcher
Michael Killoran
Chester Cook

PLANNING BOARD

The Town of Westford has seen its population more than double over the past 30 years, a product of unrelenting residential growth and development. Although the surrounding towns within the region have, over the same period of time, experienced a more traditional construction peak and slow down cycle, Westford has been subject to a sustained housing development surge which has resulted in the consistent introduction of approximately 3,500 new residents every 10 years. In 1998, the Planning Board took decisive, proactive steps to address the impact of this continuing pattern of growth through the initiation of a series of master planning efforts and the use of technology. Through the use of master planning, the Planning Board sought to provide overall policy direction for the town's continued growth and development. Thus, the Planning Board secured funding for, and initiated the creation of, a master plan for the commercial development along Route 110; it continued to pursue the development of a conceptual design for a town-wide sidewalk and trail system; and at the end of the year, supported the establishment of a committee to look at developing a revised and intensified multiple-use facility plan for the Stony Brook Center site (Farmer's Parcel and surrounding town-owned land). All of these efforts will continue on into 1999.

Technologically, the Planning Board has long pursued the implementation of a Geographic Information System (GIS), a valuable computer mapping program. This Town-wide information coordination & mapping system is anticipated to increase the Board's ability to analyze and better respond to the impacts of development. In 1998, the Planning Board took a significant step in the promotion of the Town's GIS development effort by hiring a GIS Coordinator, envisioned as a three-year consulting position. This combination of actions underscores the Planning Board's determination to take a proactive role in responding to the impact of growth upon our community and its commitment to preserving the rapidly eroding rural character of Westford.

NEW SUBDIVISIONS

Under the Subdivision Control Act, four definitive subdivisions were approved, totaling twenty-nine single-family lots. Two of these were open space residential developments (Sullivan Estates & Chesapeake Manor Estates). The Board also approved twenty approval not required (ANR) plans, totaling forty-three new single-family lots. Although there is no hard data to back up any statistical analysis of the effect of the Growth Management Bylaw, the Town has generally seen a reduction in the number of smaller subdivision applications. This reduction indicates that the Growth Management Bylaw, enacted in 1995, is finally beginning to have an impact upon the rate of single-family residential home development.

SITE PLAN APPROVALS

Under site plan review, the Planning Board took action to approve sixteen new projects, of which two were large municipal site plans (Police Station & expansions of Westford Academy), six were activities along the Littleton Road corridor, and four involved commercial development on and around Groton Road. Westford experienced various notable development patterns in the latter part of 1997 and into 1998. These patterns included a continued surge in the construction of day care facilities (21 Carlisle Road, 487 Groton Road, & a multiple-building project on the corner of Oak Hill & Groton Roads), the on-going approval and build out of the Westford Technology Park master plan (building #2 approved for approx. 150,000 s.f.), and the addition of a restaurant use (Chili's) to the Route 110 commercial district. Also, the Chiofarro Company launched its initial development effort in the build out of a presumed 600,000-1,000,000 s.f. office development known as the Nashoba View Corporate Center located in the general area of Concord Road and Route 110. This phase one set of approvals involved the approval of a 20,000 s.f. mezzanine addition to the existing Chiofarro building on Robbins Road, and site plans for two 90,000 s.f. office buildings.

SPECIAL PERMITS

The Board approved five special permits associated with the Water Resource Protection By-law (including the development of the new Fletcher Well Pumping Station on Concord Road); two common driveway applications, one Telecommunication By-law application (an application by Omni-point to co-locate on the previously approved Sprint L.L.C tower on Nashoba Hill); and two Open Space Residential Development By-law applications (Sullivan Estates and Chesapeake Manor Estates).

RULES & REGULATIONS/ZONING AMENDMENTS

The Planning Board routinely reviews and revises its Subdivision Regulations to provide resolutions to aspects of the document which prove to necessitate clarification or have become problematic from an administrative perspective. In 1998, the Planning Board made numerous minor changes to the Westford Rules & Regulations regarding the fee structure, definitions, and roadway construction specifications.

MEMBERSHIP CHANGES

In 1998 the Planning Board experienced a wide range of emotions, ranging from disappointment to elation, at the announcement of Robert Jefferies resignation from the Planning Board in order to pursue a position on the Board of Selectmen. Mr. Jefferies was a valued member of the Planning Board for the past 4 years and contributed greatly to the planning effort during this period of time. The Planning Board is grateful for his four years of dedicated service, wishes him equal success on the Board of Selectmen, and is confident that he will serve to promote the best interest of the Town in this new capacity. Accordingly, the Planning Board was also happy to welcome Paul Eichten as a new member to fill the remaining year left in Bob Jefferies five-year term. Paul Eichten is an exciting addition to the Planning Board and is expected to bring a high level of technical expertise to the Board's review process since Paul has previously served on the Town's Master Plan Implementation Committee, as well as, various other sub-committees.

Respectively Submitted,

Allan Loiselle
Paul Eichten
Peter Fletcher
Marguerite (Peggy) Jungbluth
Andrea Peraner-Sweet

ZONING BOARD OF APPEALS 1998 ANNUAL REPORT

The Zoning Board of Appeals is a quasi-judicial body of five members and two associate members chartered under both State Law (Chapter 40A) and the Westford Zoning Bylaw. The Board is appointed by the Board of Selectman, and acts in four primary areas:

- Variances
- Special Permits
- Appeals to the decisions of the Building Inspector and Code Enforcer
- Comprehensive Permits (State Law)

The Board meets monthly to hear a rather normal array of petitions. The following table represents the year statistically:

ZBA Summary Sheet 1998					
	Open	Granted	Denied	Withdrawn	Totals
Variance	1	32	0	2	35
Use Variance	0	0	0	1	1
Special Permit	0	7	0	1	8
Appeal of the Building Inspector	0	0	1	0	1
Totals for the Year	1	39	1	4	45

Variance requests formed the majority of applications (thirty-five of the total forty-five) received in 1998. Of these, approximately 90% were comprised of requests to encroach on the required front, side, and/or rear setbacks. Of particular interest was the closure of Lot 10 Westford Technology Park Drive – a Use Variance request (received in 1997 and closed in the spring of 1998) to allow the extension of approximately 56,000 square feet of parking lot into the Residential A zoning district. The Zoning Board of Appeals worked with the Applicant to develop a proposal that would not compromise the Applicant's need for parking, while mitigating the proposed impact on the Residence A zone. In response to the Board's concerns, the Applicant conveyed by donation approximately 107,000 square feet of land to the abutting Housing Authority of Westford. Further, the Applicant established "no-cut" buffer zones for the protection of abutters to the Housing Authority. Through the hard work of the Applicant and the Zoning Board of Appeals, the intent and purpose of the Zoning Bylaw to provide separation of uses was served.

In response to serious concerns from abutters, other town departments and the Zoning Board of Appeals, Meineke chose to withdraw their Special Permit application to locate a ten-bay automotive repair center and tire warehouse at the corner of Littleton and Tadmuck Roads. The Board heard abutters' concerns of the close proximity to an elderly housing development, negative environmental impacts, destruction of rural character, and the location of a facility not in harmony with the existing, immediate neighborhood. The Board's primary concern however was the proposed facility's potential impact on the elderly housing development. Meineke chose to withdraw their application during the Board's 90-day deliberation period.

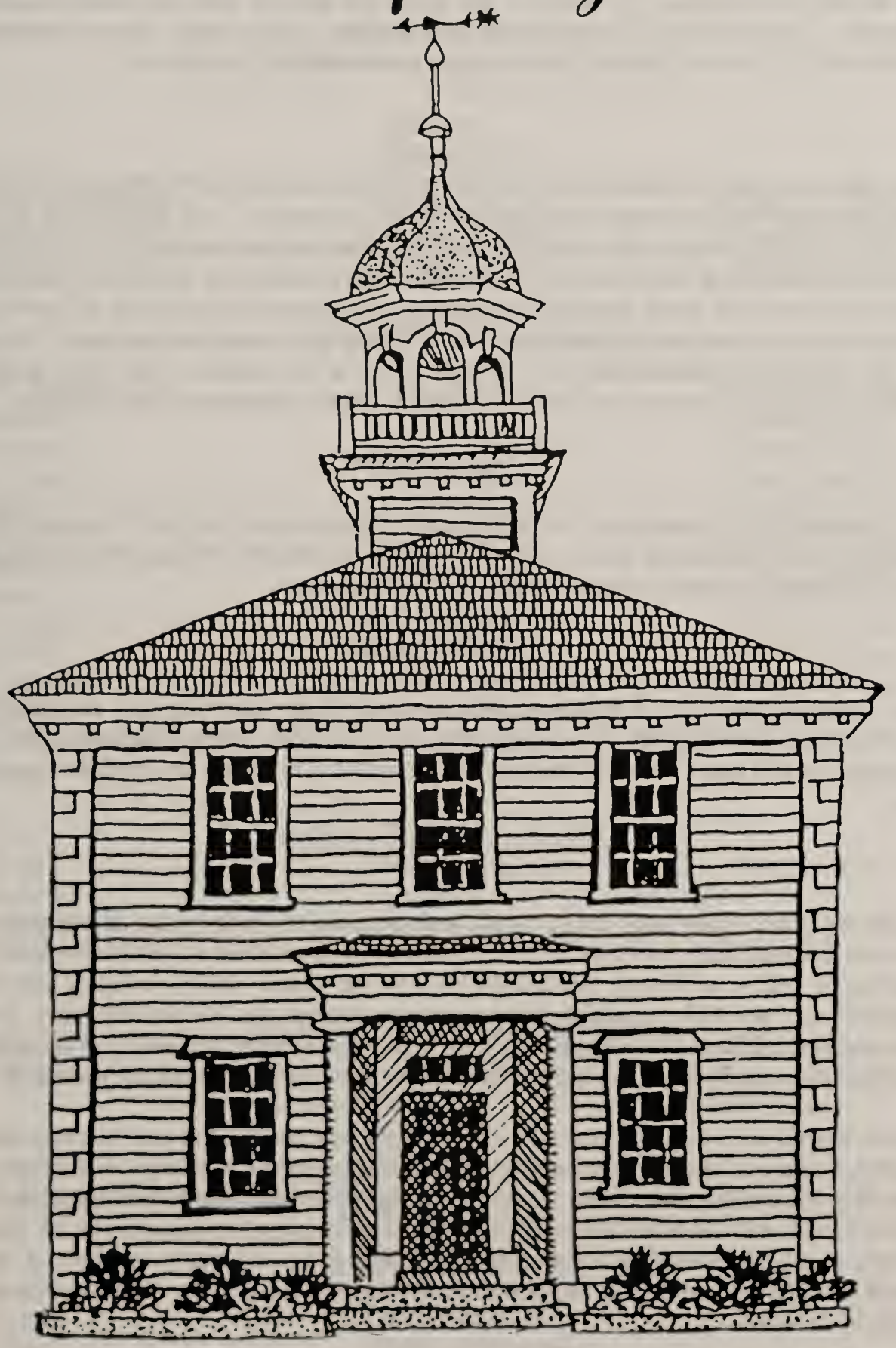
The latter part of 1998 saw an increase in Special Permit applications for the conversion of a single-family dwelling to accommodate two or more families. In order to preserve the character of Westford and to protect the intent and purpose of the Zoning Bylaw, approved applications are conditioned on owner-occupancy and expire if transfer of ownership occurs. The Board expects to see an increase in conversion of dwelling requests in 1999.

The Board wishes to extend a special thanks to Roger Hall for his many years of service on the Zoning Board of Appeals. Roger served on the Board from 1988 to August of 1998. The Board greatly appreciates his participation and insight.

Respectfully Submitted,

John Cadigan, Chairman
Ellen Doucette, Esq.
David Earl
Jay Enis
Ronald Johnson
Sam Frank, Associate

Public Safety



Fire Department

As we begin our count down to the millennium, I must first begin by saying thank you for your support of this department. It is your continued support that will help shape how well we handle the next century.

Student Awareness of Fire Education (S.A.F.E.)

Once again the coordinators of this program, Don Parsons and Bill Stone have worked tirelessly to provide the best education program to the students in Westford schools. They also coordinated the second annual Fire Safety Day Camp, for children ages 6 to 10. The Day Camp was a complete success, doubling the amount of children participating! In addition, Bill Stone has taken a child seat safety course and will be certified shortly. Together with Ray Peachy, the Police Safety Officer, they will provide child seat safety checks which will help to provide a safer environment for the children of Westford.

Training

During the last three years, our department has been training in the area of Firefighter I/II and 60% of our firefighters have been certified both on the state level and nationally. This year's class, which started in February, will hopefully bring our percentage of firefighters trained and certified to 75%. We hope to have Tyngsboro, Groton and Ayer in the class, as we believe this will build their skills in the firefighting field as well as promote teamwork, pride and professionalism, while crossing barriers of different communities. This will help make a more uniform approach when working at a mutual aid incident. We are extremely proud of our outstanding achievement and attribute much of its success to the hard work of Training Officer David O'Keefe and instructors Harold Fletcher, Jr., Mark Valcourt and Jim Sheridan.

Fire Substation

The Fire Substation work is underway; we have signed a contract with the Carell Company of Hopkington, architects who will be working on the project. We are very excited and are progressing smoothly and hope to be out to bid by early summer to begin construction on the project.

Capital Program

The capital program continues to improve, this July we will be receiving two new pumpers, one for Nabnasset and one for Graniteville. These pumpers will be replacing older equipment at the 2 substations; the new equipment will better serve the town as well as increase safety for the firefighters using the newer equipment.

Personnel

Over the last few years I have been trying to maintain our state of readiness for emergency services. This year proves no different than years past as it is more difficult to maintain an acceptable level of service. I will be asking to add 4 additional firefighter/EMTs to the center station, bringing the total full-time firefighter/EMTs to 5 per shift, something that has not been funded over the last few years. In addition, my 5-year plan includes adding additional personnel each year for the next five years. With your support and approval of this plan, together, we can balance the proper amount of people that are needed to respond.

This year has proven to be a challenging one. However the best part of this year has been the birth of my two daughters, Kayla and Maria. They have brought both my wife and I great joy and after a long day, it's nice to see their two smiling faces when we go home. Again, I would like to thank you, the townspeople, the department heads and the area Chiefs and members of their respective departments for your support. A special thanks to my administrative assistant Sandy Cullen, and to the many members of the department who serve unselfishly and continue to respond and train to make this a better department as well as a safer community.

Respectfully submitted,
Richard Rochon, Fire Chief

WESTFORD FIRE DEPARTMENT ROSTER

Fire Chief
Richard J. Rochon

Deputy Fire Chief (Call)
David A. Woitowicz

Administrative Assistant
Sandy Cullen

Captains (Full time)
Steven R. Ducharme
Joseph T. Targ
Daniel J. O'Donnell Sr.
David A. Woitowicz

Lieutenants
(Call)

James P. Barrett
Robert L. Benoit
James F. Lamy
James M. Sheridan
Daniel A. Britko
David M. O'Keefe
Harold A. Fletcher Jr.
Timothy J. Hall
Mark N. Valcourt

Firefighters&E.M.T.'s

Timothy A. Bellemore
Peter Denechuck
Richard Barrett
Robert G. Parsons
William Stone
Mark E. Blamy
Vanessa Barrett
Paul J. Carey
Shawn M. Ricard
Brian D. Foley
David P. Christiana
John A. Facella
David A. Devincentis
Walter Dubey
Suzanne Benoit
Diane Doyle
Edward P. Mountain
Mark Schofield
Kevin Woitowicz
Joseph Doolin
Shawn P. Girard
William J. Mantville
David W. Penfield
Nancy V. Burns
Andrew G. Anderson Jr.
Daniel J. O'Donnell Jr.
Joseph D. Delpapa Jr.
Susan Smith
Stephen A. Wyke
Joseph Eracleo
Donald R.Parsons
Sean P. Sheridan
Richard Green
Stephen H. Stone
John L. Strouse
Michael J. Ferreira
Ernest W. Pudsey
Paul R. Lemieux
James R. Klecak
Tricia L. Hall
Brian Daly

Auxiliary Firefighters/E.M.T.'s

Michael Cool
Don Greenwood
Ernest Pudsey III
Edmond Daigneault
Karl Mann
John Fox
Jared Smith

Special Assignment Firefighters

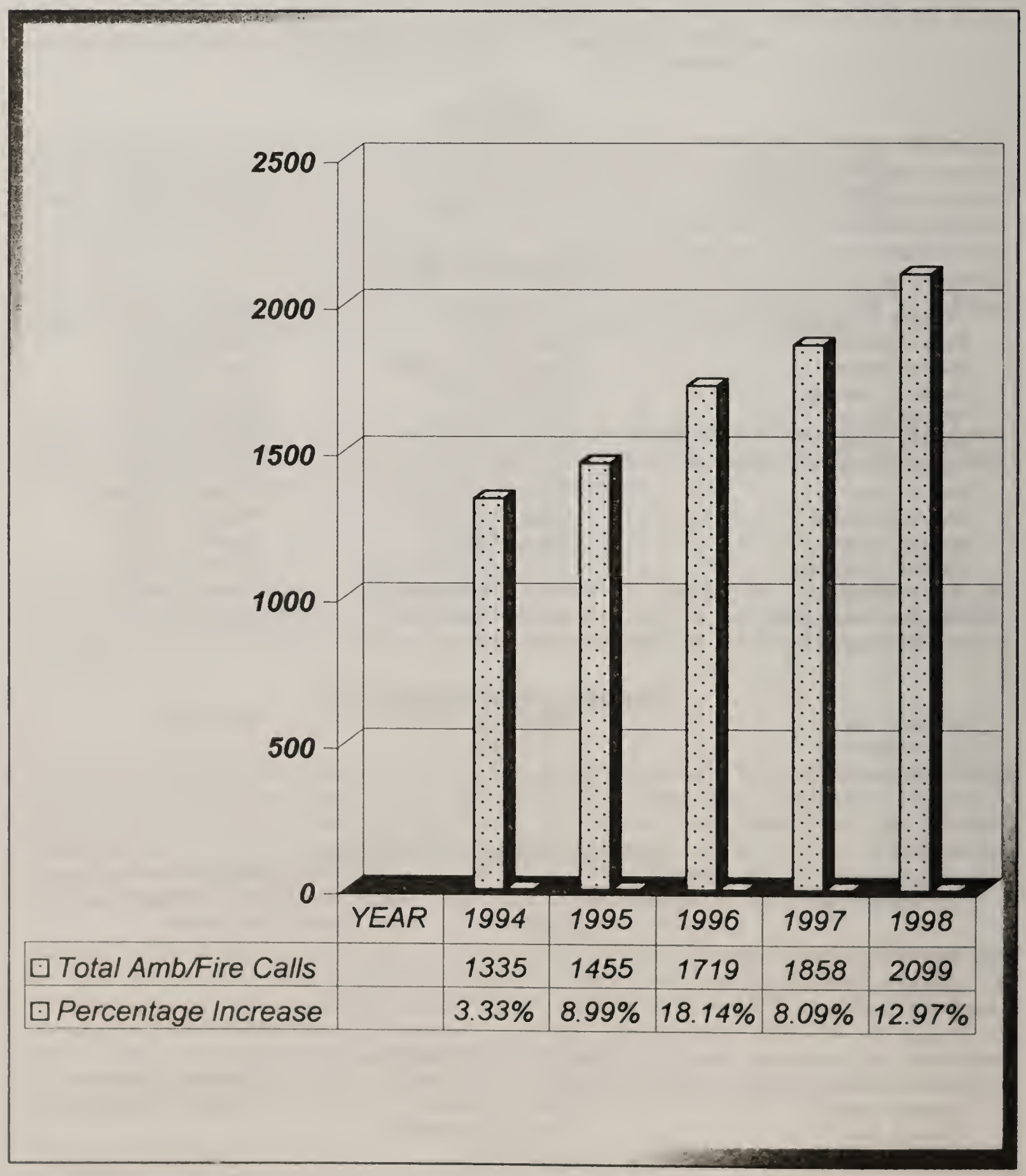
Daniel A. Britko , Fire Prevention Officer
Daniel J. O'Donnell Sr. , Fire Investigation Unit & Juvenile Fire Setting Program
Peter Dennechuck , Fire Investigation Unit
Harold A. Fletcher Jr. , Hazardous Materials Tech.
Donald R. Parsons , S.A.F.E., Community Service Officer
Joseph T. Targ , Code Enforcement
David O'Keefe, Training Officer
Robert Benoit, EMS Director

Telecommunicators

Leah E. Lemieux
Suzanne Benoit
Tricia L. Hall
Susan Taylor
Sharon B. Aaron
Dale L. Schofield
David A Devincentis
Susan Smith
Audrey M. Ducharme
Joseph D. Delpapa, Jr

2/8/99:SC

FIRE DEPARTMENT RESPONSES
1994 TO 1998



YEAR	1994	1995	1996	1997	1998
Total Amb/Fire Calls	1335	1455	1719	1858	2099
Percentage Increase	3.33%	8.99%	18.14%	8.09%	12.97%

1998 TOWN REPORT TOTALS

AMBULANCE CALLS	**1074**			
REQUEST FOR ALS	480			
ASSISTANCE	63	stills	**MUTUAL AID IN**	
APPLIANCE	13			
INVESTIGATIONS	60		LITTLETON	3 AMB.
BOX ALARMS	113		GROTON	3 AMB
TROUBLE ALARMS	266		PATRIOT	2 AMB
WORKINGON / SYSTEM TESTS	498		AMR	1 AMB
BRUSH	42		TRINITY	1 AMB
HOUSE FIRE CALLS (18)	11			
CO. DET.	36			
VEHICLE	19		**MUTUAL AID OUT**	
CHEMICAL EMERG.	13			
CHIMNEY	6		LITTLETON	14 AMB.9 ENG.
COMPLAINTS	6		GROTON	7 ENGS. 1 F.I.U.
DIST 6 HAZMAT	8		TYNGSBORO	1 ENG
DOWNED WIRES	14		ACTON	1 ENG.
DUMPSTERS	4		LOWELL	1 ENG
ELECTRICAL	14		SHIRLEY	1 LIGHTING UNIT.
ALARM CO. CALLS	82			
NAT.GAS LEAKS	10			
SMK. INVEST.	73			
ILLEGAL BURN	29			
RESCUES	39			
WATER PROB.	20			
SMK. DET.	38			
ELEVATOR RESCUE	2			
BOMB SCARE	2			
STREET LIGHT	1			
PERMIT OUT OF CONTROL	6			
SHED AND FENCE	2			
SMK IN BASEMENT	3			
TRAILER	1			
LAWN MOWER	1			
LIGHTNING STRIKES	5			
MUTUAL AID OUT	21			
MUTUAL AID IN	0			
FIRE WATCH	2			
TOTAL CALLS	**2099**			

1998 TOWN REPORT TOTALS

COOKING FIRE PERMIT	120			
BRUSH PERMITS	1818			
BLASTS MONITORED	186			
AGRICULTURE BURN	4			
26F	323			
26G	240			
STATIONS MANNED	1			
SNOW SHELTERS	0			
FIRE DRILLS	102			
NO SCHOOL	0			
DELAYED OPENING	0			
EMERGENCY MANAGEMENT ACTIVATED	1			
MUTUAL AID AMB. IN	10			
MUTUAL AID AMB. OUT	14			
GAS STATION SHUT DOWN	1			
STATE FIRE MARSHALL NOT.	1			
FIRE HAZARD	2			
BLACK POWDER BLASTS	74			
PRIMER CORD BLASTS	45			

First Row Left to Right - Fire Chief Richard Rochon, Captains Steve Ducharme, Dan O'Donnell, and Lieutenant Bob Benoit. Second Row Left to Right - Firefighters Bill Stone, David Pennfield, Jim Klecak, and David Christiana. Third Row Left to Right - Firefighters David DeVincentis, Paul Lemeioux, and Shawn Sheridan. Fourth Row Left to Right - Firefighters Bob Parsons and Brian Foley. Apple Blossom Parade, 1998

WESTFORD POLICE DEPARTMENT ROSTER

CHIEF OF POLICE
Robert M. Welch, Jr.

CAPTAIN
Thomas M. McEnaney

LIEUTENANT
Edward A. Cossette
John Tzikopoulos

PATROL SERGEANTS

Terence J. Kane
Michael B. Mayer
Victor F. Neal, Jr.
Timothy L. Pomerleau
Joseph J. Roy
Stephen F. Timothy

PATROL OFFICERS

Kevin M. Brooks
John D. Caron
Hervey P. Cote
William F. Duggan
George E. Higgins
Michael J. Jelley
William G. Luppold
James McCusker
Mary Ann McShea
Michael J. Perciballi
Scott Peloquin
Donald Pick
Dennis A. Rogers
Walter R. Shea
Joseph A. Walker
David M. Welch

CRIMINAL BUREAU

Lt. Edward P. Rochon, Jr.
Det. David S. Connell
Det. Ronald L. Paulauskas
Det. Sgt. Joseph Shields
Det. Michael C. Perron
Det. Marc T. Proia

Raymond V. Peachey D.A.R.E., Community Service Officer

INTERMITTENTS

Michael Croteau
Joseph Eracleo
Joel Gagne
Megan Guthrie
Steven Keins
Jason Mack
Michael Saunders
Richard Smith

AUXILIARY/TRAFFIC CONTROL OFFICERS

Douglas Barnett
Michael Maloney
Charles Melanson
Daniel O'Donnell
Marie Raffaelo
Robert Raffaelo
Steven Scuito
Craig Upperman
Karrianne Waters
Michelle Wright
George Wickson
Jeff Yung

TRAFFIC SUPERVISORS

Barbara Buchanan
Sheila Curley
Mary Hill
Lorraine Priest

POLICE MATRONS

Barbara Buchanan
Jo Cobleigh
Sheila Curley
Jean Guthrie
Mary Hill
Marie Raffaelo

OFFICE PERSONNEL

Jo Cobleigh
Jean Guthrie
Donna McCafferty
Linda Zarzatian

TELECOMMUNICATORS

Timothy Whitcomb
Megan Guthrie
Michelle Wright
George Wickson

Joel Gagne

DOG OFFICER

Joseph Lamb
Judith Bassett

CUSTODIAL

Mary Sawyer
Stephanie Cobleigh

ARRESTS	94
ARRESTS-JUVENILE	22
PROTECTIVE CUSTODY	20
RESTRAINING ORDERS	73
SUMMONS	330

INCIDENTS INVESTIGATED

ACCIDENT, BOAT	1
ACCIDENT, INDUSTRIAL	5
ACCIDENT, MV-INJURY	94
ACCIDENT, MV-NO INJURY	443
ACCIDENT, MV-FATAL	1
ACCIDENT, NON-INVESTIGATED	103
ACCIDENT, OTHER	2
ALARM, BURGLAR	1160
AMBULANCE	756
ANIMAL BITE	16
ANIMAL CRUELTY	12
ANIMAL, STRAY	31
ANIMAL, VICIOUS	29
ANIMAL/MV COLLISION	44
ARSON	1
ASSAULT/FELONY	2
ASSAULT/PHYSICAL	9
ASSAULT/SIMPLE	27
ASSAULT/WEAPONS	2
BOMB THREAT	2
BREAKING & ENTERING, ATTEMPT	13
BREAKING & ENTERING, FORCED ENTRY	43
BREAKING & ENTERING, UNLAWFUL ENTRY	13
BUILDING FOUND OPEN	119
BY-LAW VIOLATION, CARS	26
BY-LAW VIOLATION, DOGS	37
BY-LAW VIOLATION, DRINKING	2
BY-LAW VIOLATION, OTHER	30
CHILD ABUSE	3
COMMITMENTS	3
COUNTERFEITING	6
DISORDERLY CONDUCT	8
DISORDERLY PERSON, THREATENING	15
DISTURBANCE	611
DOMESTIC	133
DRUG OFFENSE-OTHER	9
DRUG OFFENSE-POSSESSION	29
DRUG OFFENSE-SALE	3
FRAUD	3
FIRE-ALARM	148
FIRE-BUILDING	39
FIRE-MV	15
FIRE-OTHER	139
FIREARMS VIOLATIONS-ILLEGAL DISCHARGE	14
FIREARMS VIOLATIONS-POSSESSION	3
FIRST RESPONDER CALL	62

FRAUD	3
FUNERAL ESCORT	2
GENERAL OFFENSE-FIREWORKS VIOLATIONS	5
GENERAL OFFENSE-OTHER	3
GENERAL OFFENSE-RUBBISH DISPOSAL	17
GENERAL OFFENSE-TRESPASS	24
GENERAL SERVICE-ASSIST MOTORIST	12
GENERAL SERVICE-LOCK OUT	360
GENERAL SERVICE-MESSAGE DELIVERY	36
GENERAL SERVICE-OTHER	459
GENERAL SERVICE-REMOVE ANIMAL	12
GENERAL SERVICE-TRANSPORTATION	32
HARASSMENT	8
HEALTH HAZARD	25
INJURY TO PROPERTY-PRIVATE	208
INJURY TO PROPERTY-PUBLIC	18
INVESTIGATION	5
LARCENY	201
LARCENY ATTEMPT	5
LARCENY BY CHECK	10
LARCENY BY CREDIT CARD	6
LARCENY FROM MV	51
LARCENY MV-AUTOMOBILE	15
LARCENY MV-TRUCK	2
LARCENY MV-OTHER	1
LIQUOR LAW VIOLATION-POSSESSION	16
LOST CHILD	10
MISSING PERSON	38
MUTUAL AID CALL	57
MV ABANDONED	1
MV CITATIONS	2389
MV DISABLED	357
MV VIOLATIONS	391
OFFICER WANTED	1
PARKING TICKETS	189
PROPERTY FOUND	90
PROPERTY INSECURE	4
PROPERTY LOST	39
PROPERTY RECOVERED	31
REPOSSESSION	5
R.O. VIOLATION	13
ROBBERY-FIREARM	1
ROBBERY-KNIFE	1
RUNAWAY	12
SAFETY HAZARD	95
SECURITY CHECK	45
SEX OFFENSE-ANNOYING THE OPPOSITE SEX	5
SEX OFFENSE-INDECENT EXPOSURE	5
SEX OFFENSE-OTHER	2
SEX OFFENSE-RAPE-FORCED	5
SHOPLIFTING	14
SUDDEN DEATH	5
SUICIDE	1
SUICIDE ATTEMPTS	7
SURVEILLANCE MV	27
SURVEILLANCE-PERSON	32
SUSPICIOUS MV	213

SUSPICIOUS PERSON	207
TELEPHONE HARASSMENT	65
TELEPHONE OBSCENITY	4
TELEPHONE-911 HANG-UP	417
TELEPHONE-911 NON-EMERGENCY	157
TELEPHONE-911 OTHER	137
TRAFFIC CONTROL	14
TRAFFIC HAZARD	234
TRUANCY	2
VIN CHECK	20

Left to Right - Police Chief Robert Welch, Officer Michael Jelley, Sargent Joseph Roy, Officer Walter Shea, Sargent Victor Neal, Officer William Duggan, and Officer David Connell. Memorial Day Parade 1998

1998 Report of the Police Facilities Building Committee

In May of 1998, we as a committee selected a contractor through the bidding process to construct a new Police Station. Also during this process we signed to provide a temporary housing for Westford Police personnel in four trailers. The move took place in August and transition was smooth and efficient. A ground braking ceremony for the new 22,500 sq. ft. Police Building on the site of the old station took place October 1, 1998. As of this date, the construction project is on schedule and completion date for fall of 1999.

Respectfully submitted,

Dennis J. Peloquin	Chairman
Lee England	Vice Chair
Hugh Maguire	Secretary
Robert M. Welch	Chief of Police
Jack Hughes	Member
Jane Yeuell	Member
Bob Herrmann	Member
James Gozzo	Member
Bette Hook	Member
Paul Murray	Member

Emergency Management

As part of emergency management's on going program, our department has obtained new equipment that will improve the ability to communicate with both the Fire and Police Departments during emergency events. Included this year is a new weather tracking system that will help improve the ability to prepare for unstable weather conditions and alerting personnel ahead of time. Helmets, protective hoods and gloves have been purchased for the auxiliary fire department members and have been distributed by the Fire Chief.

I have submitted to the state our updated Comprehensive Emergency Management plan for the Town of Westford and is being prepared for printing by the state. This department continues to work with Northern Middlesex Area Emergency Planning Committee made up of area Emergency Management Directors as well as area fire Chief's. Planning and coordinating resources between communities for potential large hazardous material events. This includes planning, training, and exercising our plan and storage of information. With that we are looking to become certified so that our committee will be eligible for grants and hopefully we will get there in the next few years.

I would like to thank you for your continued support.

Respectfully submitted,

Frank Mulligan, Director

Paul Murray, Deputy Director

BUILDING COMMISSIONER'S ANNUAL REPORT

In 1998, residential growth again accounted for the majority of the 829 building permits issued by the Building Department. Large, on-going, single-family subdivisions such as Greystone & Beaver Brook Estates and Lakeside Meadows produced the majority of this year's activity, and smaller subdivisions such as Woodbrook, Vineyard, & Rolling Meadows Estates contributed significantly as they achieved build-out in generally a single building season. 1998 was also a year of substantial commercial development. Westford Technology Park experienced the greatest concentration of growth, with the completion of buildings 5,7,8 & 10, representing the office of Emerson Hospital, Lotus Computer, & GenRad Corp. Other notable commercial projects included the construction of the Town's first car wash facility at 228 Littleton Road, a new Mobil convenience mart, a new restaurant (Chili's) building was begun, and 3 new office buildings along Route 110 were completed. In addition, the Town of Westford began the development of a new Police Station Facility and the expansion of the Westford Academy; Two large, municipal projects which are anticipated to be completed in 1999 or early 2000.

Overall, the Building Department issued building permits for 195 new single-family dwellings, 842 electrical permits, 590 plumbing permits, 593 gas permits, and 28 "place of assembly" permits; totaling 2,882 permits issued by the Building Department in 1998. This represented an increase of 561 permits over the total issued last year.

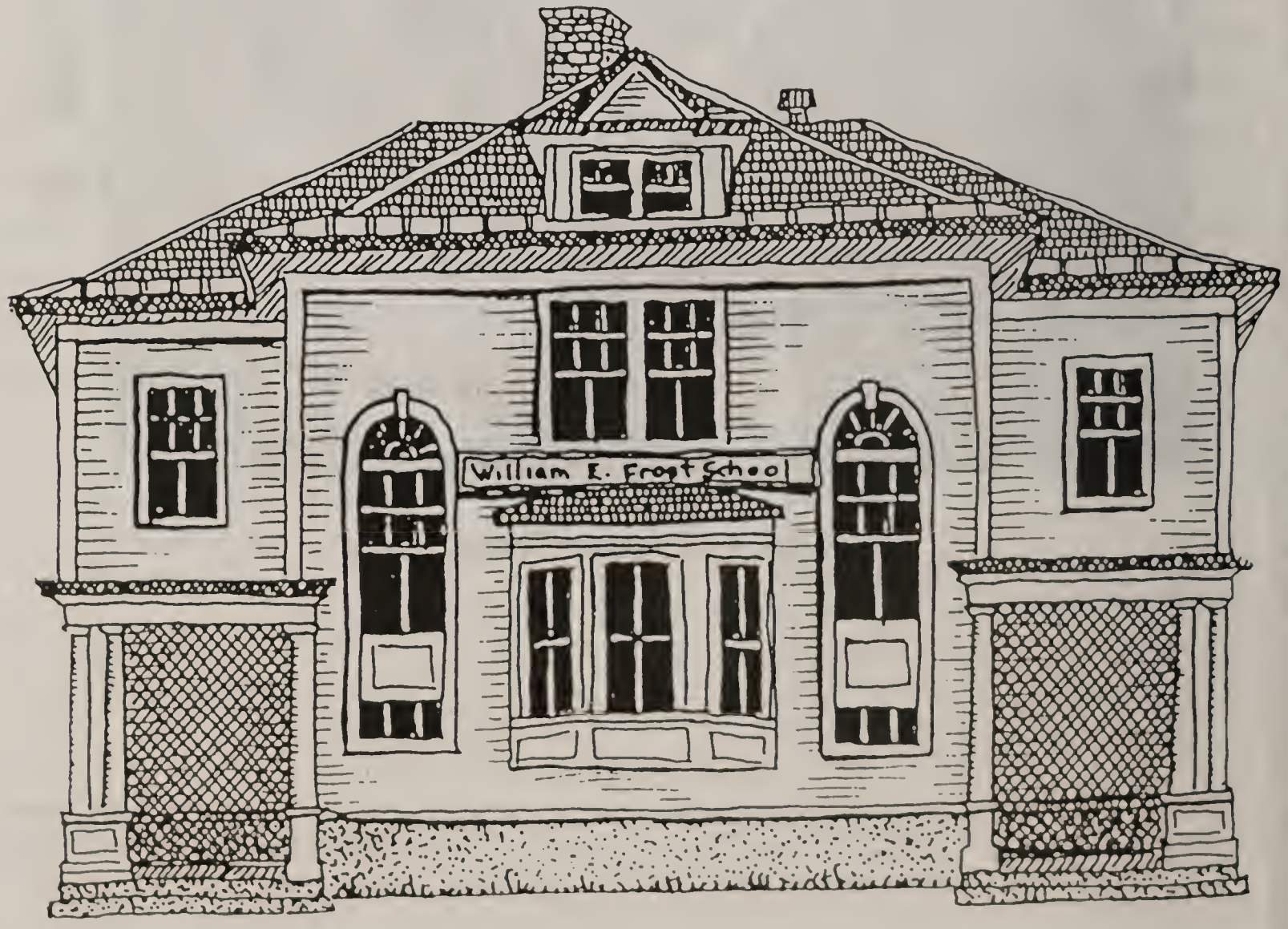
This sustained development activity has forced the Building Department to re-assess its structure and processes and to make significant changes that were implemented throughout 1998. After a comprehensive review of the current staffing levels, the annual permit activity, and a salary survey, the Building Department took action to upgrade the Office Secretary position to a Senior Secretary, to establish a ½-time electrical inspector position in lieu of the fee-per-inspection based contract previously in place, and to begin what is believe to be a 2 year conversion of the manual-filing system to a computer automated data-base process. These process & structure modifications are intended to make the previous system more efficient, are expected to result in significant cost saving to the Town, and are designed to maintain a high level of departmental responsiveness during the future periods of anticipated growth and ever increasing operational demands.

Building Commissioner	Donald E. Kinney
Assistant Building Inspector	Chet Cook
Senior Secretary	Nancy Lima
Wire Inspectors	Dennis Kane, Jr.
	Dennis Kane, Sr.
Gas Inspector	Chet Cook
Plumbing inspectors	Arthur Smith
	Harry Bosselmann

Respectfully Submitted,
Donald Kinney, Building Commissioner

Building Commissioner Donald Kinney

Education



WESTFORD PUBLIC SCHOOLS

1997 - 1998 ANNUAL REPORT

OVERVIEW

Dr. John A. Crisafulli
Superintendent of Schools

During the 1997-1998 school year our schools continued to have extraordinary student enrollment increases. The major impact was felt at grades K-5 that grew by 111 pupils. This relentless growth of approximately 200 new students annually, combined with fiscal constraints, has had a direct impact on the efforts to maintain acceptable student to teacher classroom ratios and our need to meet the requirements of the Massachusetts Educational Reform Act of 1993.

This spring the Commonwealth administered the Massachusetts Comprehension Assessment System (MCAS) program in grades 4, 8, and 10. The curriculum areas tested were English/Language, Math and Science & Technology. Once the results are known we will be developing a plan to meet the State's new requirements. Most communities within the Commonwealth expect that significant funds will have to be spent to align ourselves to these new curriculum standards.

Since 1993, even with more State funds being earmarked for education, Westford's per pupil expenditure continues to fall further below the Commonwealth's average per pupil cost. In 1993, Westford's spending was $720 below the average and the latest data received shows that in 1996 our average cost per pupil was $1146 below. The main reason for this growing gap is that the Education Reform Act's financial reimbursement formula does not recognize Westford's sustained significant student growth. The Department of Education's reimbursement is based upon data that is two years old. This means that annually we have to educate 400 students annually which the State does not include in our student enrollment count. This two-year reimbursement lag means that the total expense to educate these students are born solely by Westford's taxpayers. This impact is dramatic when one realizes that in 1996 the per pupil cost of educating a pupil in our schools was $5020.

This year the Nabnasset School expansion and renovation project was completed. During the 18 month project, we saw a school transformed. In September the Nabnasset students entered a building that had upgraded classrooms, new kindergarten areas, a separate gymnasium and a cafe/kitchen along with a new media center. Speaking on behalf of current and future generations of students, special thanks must be given to the Permanent School Building Committee for its efforts.

In 1998 the Building Committee completed its tenth year of service to the Town. This year the group oversaw the Westford Academy project. This major building program will create, as at Nabnasset, a transformed facility. When completed in August of 2000 we will have a refurbished and enlarged school design to accommodate a student population of 1800. Westford Academy will double in size and provide modern facilities in which to educate our students. Some highlights of this project will be an auditorium, a second gymnasium, state of the art science labs, expanded music and art areas, an enlarged library/media center and accommodations for technology throughout the building. This project will be divided into two phases. The addition phase will be completed for September 1999 occupancy. During 1999 - 2000 the students will be housed in this addition while the current facility is being renovated and the auditorium is being constructed.

This Spring the community continued its support of the town's schools. We appreciate and thank the townspeople for approving two ballot questions; a Debt Exclusion and a Proposition 2 1/2 Override. The Debt Exclusion will enable us to expand the Day Elementary School by five classrooms and convert the Abbot locker rooms into three classrooms. Westford's voters also recognized our need for additional funds by approving a $700,000 operational override request. We fully realize that the passages of these ballot questions does not come without a significant financial burden to each taxpayer. On behalf of the entire school family we appreciate and thank each citizen for this continued support.

In 1998 we saw the retirement of Elizabeth Chachus, Virginia Lovett, Anne McCusker, and Patricia Scannel. Collectively, these staff have provided Westford's students with 111 years of committed and caring service.. Their warmth and high level of professionalism will be long remembered. We wish Betty, Ginny, and Pat a well earned happy healthy retirement. Anne McCusker served in the dual capacity as Blanchard's school nurse and as our Director of School Nurses. Under her leadership as Director, the entire program was upgraded. Mrs. McCusker's strong leadership, commitment and dedication will be solely missed. We wish Anne and her husband Bob, who retired after serving 6 years on the School Committee, a healthy and enjoyable retirement.

CURRICULUM AND INSTRUCTION

Dr. Marcia Lukon, Director

Two new components of the Educational Reform Act of 1993 were added by the state board of education during 1997-98. The History and Social Science Curriculum Framework was adopted in the late fall and the first administration of the Massachusetts Comprehensive Assessment System (MCAS) for every student in grades 4, 8, and 10 took place in May. This History & Social Science Framework is much different than anticipated and requires a great deal of analysis and planning by teachers and administrators to determine the changes that we will need to make in this curriculum area. Implementing the History & Social Science Framework content will require major curriculum changes, professional development for teachers and new textbooks at most grade levels.

Preparing for and administering the MCAS test took a great deal of time away from other studies. The assessments were administered over a three week period in grades 4, 8 and 10. The test results provide our first objective view of how well our curricula and instruction are aligned to the state curriculum frameworks and to what degree our students are mastering the new Massachusetts Learning Standards.

Peaceable Schools and the Improvement of Students' Information Literacy Skills were goals of the school district's Administrative Leadership Team and the School Committee. Subcommittees were formed in each area. Some staff members attended Peaceable Schools workshops and the schools developed and implemented student codes of conduct. As involvement grew beyond the schools, the idea hatched to expand and rename the project, "Westford, A Peaceable Community." A logo was adopted by the community. The Information Literacy Subcommittee identified resources needed to reach the goal. A systemwide research model was adopted and skills to be taught at each grade level were identified.

With 22 new teachers we developed a Mentoring Program to assist in the adjustment and learning of these new teachers. A successful state grant proposal funded the training for 24 of Westford's exemplary teachers to serve as mentors. They worked individually with new teachers to help them learn about new standards, curriculum and use of effective teaching strategies. A formal program evaluation indicated that this program was highly successful and we have begun plans to continue it next year.

Grant funds enabled the beginning of a Reading Recovery Program at Nabnasset and Robinson. This research based early reading intervention program has been shown to be highly successful in preventing failure in learning to read. In addition, a new strategy based spelling program was adopted in grades 1 and 2.

Westford teacher Linda Schaye was awarded a sabbatical leave by the Department of Education to work as a consultant in teaching technology to teachers statewide. Blanchard Middle School and Abbot Elementary School (5th grade) were identified by the Department of Education as "Lighthouses" of exemplary technology use. They were awarded grant funds to expand their projects and to disseminate their work to other teachers across the state.

WESTFORD ACADEMY

Dr, Joseph Lisi, Principal

WESTFORD ACADEMY PURSUES THEME OF "PEACEABLE SCHOOL" / PEACEABLE COMMUNITY.

Westford Academy's school community actively pursued the theme of a "Peaceable School" during the 1997-98 school year. Several programs were instituted and others planned as part of a three year initiative.

The behavior of students, faculty and parents establishes the tone in a school. Communicating appropriate expected behaviors consistently among members of our school community became a primary focus. Several initiatives were launched including the training of selected faculty in conflict resolution; training of a team of students in peer mediation approaches: The adoption of a code of conduct expected of all students at Westford Academy; revision of the behavior expectations in the student manual; establishing an athletic handbook containing behavior expectations for athletes and the inclusion of these expectations for all students who represent our school. On April 29th a "Teen Issues Day" was held to focus on the types of issues that affect students at their behaviors.

Additional activities and programs are planned over the next two years as part of this three year school goal.

Westford Academy's School Council saw several of its goals implemented and presented goals for the 1998-99 school year to School Committee on May 27th.

Goals accomplished for the 1997-98 school year included:

- Introduction of a Total Quality Management in Education program at Westford Academy
- Implemented a Learning Styles program
- Introduced plan to maintain a positive school atmosphere conducive to learning during building project
- Addressed rules and fairness issues identified in the climate survey
- Promoted greater use of Library / Media Center
- Gender equity studied
- Examined student work ethic
- Career needs of college and non-college bound students studied

Members of the School Council:

Joseph F. Lisi, Principal

Teachers

Edward Scollan, Co-chairman
Elizabeth Elliott
Barbara Toohey

Parents

Laura Carrick
Joseph DeBilio
Marilyn Gallardo
Patricia Maestranzi

Student

Scott Lyman
Timothy Reppucci

Community Members

Jack Burnham
Patti Mason
Frances Mower
Denny Alden Wood

School Committee Liaison

Linnea Flint

25 YEARS OF SERVICE

At the annual school staffrecognition assembly, Peg Beck, English teacher and Marion Clough, school secretary were recognized for 25 years of service. Each received, for their years of dedicated service, the traditional Westford Academy Captain's chair.

NATIONAL HONOR SOCIETY

The annual Banquet and Induction Ceremony for the Tadmuck Chapter of National Honor Society at Westford Academy was held on May 13th at the Westford Regency. Forty-seven (38) new members were inducted into the Society by the advisor, Janet Bryant, and the outgoing officers, Claire O'Brien (President), Kaitlin Conley (VP), Paul Murach (Tres.), and Kathleen Lewis (Sec). The new members are: Kerry Anderson, Dristin Colby, Brett Connelly, Amy Ford, Nicole Frechette, Catherine McGuirk, Anthony Montano, Charlyne Morrison, Jinal Patel, Lauren Tieuli, Christine Turkovich, Audra Avery, Laura Boudreau, Timothy Bye, Derek Cascio, Nicole Cheung, Ben Coffin, Nick Csikesz, Kristen D'Amour, Jessica Daniels, David Driscoll, Scott Duncan, lara Ferraiolo, Joshua Francois, Jeffrey Hamalainen, Kristen Kelly, Scott Kline, Cristy Liu, Jonathan Masullo, Stephanie Mancuso, Bridget McElroy, Alison Piec, Amanda Ray, Christina Simpson, Danile Souza, Molly Spector, Lauren Ware, and Alexis Woodward.

Junior Awards were presented to the four Junior members who best demonstrate the four qualities required for membership in NHS: Timothy Cahill (Scholarship), Emily Steiger (Leadership), Michael Lerra (Service), and Amanda Arseneaux (Character).

The officers for the 1998 - 1999 school year were introduced, Emily Steiger will serve as President, Fiona Coxe as Vice President, Amanda Koski as Treasurer, and Amanda Arseneaux as Secretary.

The evening concluded with the presentation of the Senior Books, given to the Senior members by the Trustees of Westford Academy. Mrs. Bette R. Hook and Mrs. Helena Crocker, representing the Trustees, presented the books to the following Seniors: Claire O'Brien, Kaitlin Conley, Paul Murach, Kathleen Lewis, Elizabeth Peterson, Jack Thurston, Barbara Andersen, Aaron Belas, Nicole Beaulieu, Melissa Bhatnagar, Susan Bonney, Lauren Brierley, Candice Brittain, Katherine Chase, Denise Cherng, Timothy Clark, Ryan Daley, Drin Denehy, Tracey Eastman, James Ferreira, David Fillebrown, Anthony Frasso, Peter Frasso, Sara Gerhardt, Alison Goodrich, Jennifer Hanley, Keli Hennessey, Erin Herrmann, Christopher Hobday, Brant Kaylor, Kathleen Kendrigan, Michael Kit, Allison Knox, Elissa Larrivee, Eliza-Beth Lerch, Faith L'Esperance, John Luttati, Jamie Marcella, Sara Mahoney, Rebecca Montress, Laurel Morton, Sheela Mudholkar, Kerry Pearson, Scott Pherson, Timothy Reppucci, Joshua Ryder, Melissa Sarno, Samip Shah, Micha Shaw, Tasneem Shikari, Jill Stephenson, Kelly Sullivan, Jessica Tenaglia, Michael VanDerveer, Sara Vlasak, Heather Wang, Rachel Ward, and Kyle Wood.

STAFF APPRECIATION WEEK - March 16 - 20, 1998

On March 16th, staffmembers were greeted with a continental breakfastas a kick-offto Staff Appreciation Week festivities, sponsored by Westford Academy's Student Council and Parent Advisory Committee.

Activities included: drawings for gifts donated by local organizations and businesses, coffee, danish, bagels and donated by Westford Public School Committee and Dr. John Crisafulli and a catered luncheon coordinated by parents. Desserts were provided by Bette Duncan, Marge Hendriks and Patti Donahue.

Coordinators for the activities:

Breakfast:	Student Council
StaffLuncheon:	Stacy Connelly (Catered by Nashoba Tech.)

The following parents contributed time and/or served at the luncheon: Stacey Connelly, Patti Foster, Nancy Cornacchio, Dorothy Gaumer and Betty Wood.

Businesses that Donated Gifts: Applebee's, Browse & Beans, Burger King, Boston Market, Agresti's, Old Westford Candy Shop, Sweet Peas, Floral Arts of Westford, Teaching Toys, Westford Christmas Shop, Drew Farms Country Store, The Card Cottage, Outlook at Nashoba Valley, American Video, Photo Finish, Colonial Oven Bakery, Kimball Farm Driving Range, Kimball's Ice Cream, Westford Style Center, Holly Hill Framing, Nabnasset Drug Health Mart, Quick Check Supermarket, Brookside Studios, Westford House of Pizza, Osco Drug, Li'l Peach, The Westford Regency, Domino's Pizza.

WESTFORD ACADEMY TRUSTEES

The Westford Academy Trustees continue to support scholarships and programming with their annual financial award of approximately eighty thousand dollars. This generous grant is distributed to graduating seniors (60K) and a gift to the school (10K) for book awards to graduating National Honor Society seniors, Presidential Classroom scholarships and approximately eight thousand for Library technology, Science & Technology, Computer Graphics, and Math Department graphic calculators.

Officers of the Board of Trustees

Helena M. Crocker, President
Alfred C. Wyman, Vice-President
William J. Kavanagh, Treasurer
H. James Kazeniac, Secretary
H. Arnold Wilder, Auditor
Bette R. Hook, Scholarship Committee Chair

WESTFORD ACADEMY

Class of 1998
Graduation Awards

Westford Academy thanks the many organizations and families for their generosity and support for our students in the pursuit of their education.
These awards were presented at The Senior Awards Night, June 4, 1998.

WESTFORD ACADEMY TRUSTEE AWARDS for EXCELLENCE

Technology Education	Christopher Peter	**Science**	Eliza-Beth Lerch
French	Brant Kaylor	**Consumer Family Studies**	Shauna Linnehan
Spanish	Susan Bonney	**Business Education**	Michael VanDerveer
	Timothy Reppucci	**Music**	Michael Wheeler
Latin	Aaron Beals	**Art**	Joseph Flaherty
English	John Thurston	**Physical Education**	John Cope
Social Studies	Susan Bonney		Barbara Andersen
Mathematics	Denise Cherng		

WESTFORD ACADEMY TRUSTEE FAMILY AWARDS

Bette Ross Hook , Trustee Scholarship Chairperson

Abbot Award	Brant Kaylor
Arthur Griffin Hildreth Science Memorial Award	Susan Bonney
Barbara Hildreth Parkhurst Award	Timothy Reppucci
Barbara Wyman Shea Memorial Award	Alison Goodrich
Bertha Norris Hildreth Memorial Math Award	Denise Cherng
Charles Hildreth Colburn Award	Eliza-Beth Lerch
Daniel F. Provost Memorial Award	Landon Pallian
Dr. Clarence D. Wright Science Award	Aaron Beals
First Lt. Jeffrey Peterson Memorial Award	Paul Murach
Fisher Family Memorial Award	John Thurston
Forty Memorial Award	Claire O'Brien
Gordon B. Seavey Communications Award	Jennifer Feltri
Julian Award	Timothy Clark
Karen MacWilliams Memorial Award	James Ferreira
Mary L. Westcott Achievement Award	Kevin O'Donnell
Nabnasset Boosters Club Award	Mark Fabrizio
Richard Hall Award	Anthony Frasso
Robert Shepherd Memorial Award	Sara Vlasak
Ross-Hook Award	Jessica Tenaglia
Stone Award	Lauren Brierley
Technology Arts - Arthur Bailey Merit Award	Christopher Hurley
William C. Roudenbush Memorial Award	Christopher Hobday
Thomas C. Pehrson Memorial Award	Erin Sheridan
Pat Bradley Woman Athlete Award	Elissa Larrivee, Caroline Hellstedt
Class of 1995 Award	Faith L'Esperance
Kathy Mayer Memorial Award	Elizabeth Peterson

Christopher Hook Memorial Award	Tammy Robbins
Erin Elizabeth Goddard Memorial Award Presented by Deborah Stodolski	Melissa Drula
Gary Franceschi Memorial Award Presented by Adriana Franceschi	Laurel Morton, Michael VanDerveer
Hoebeke-Blanco Memorial Award Presented by Joseph Hoebeke	Paula Boudreau
Shields Memorial Award Presented by Len Kulikowski	Kaitlin Conley
Steven Brian Wright Memorial Scholarship	Daniel McGonigle
Westford Academy Art Club Award	Heather Wang
Russ Carlson Pop Warner Football Award	Nicholas DeAntonis, Brian Weeks

FAMILY & COMMUNITY AWARDS

Anne Marie Bergamini Bowman Memorial Scholarship	Maria Bergamini
Don W. Mason Cirrus/Outing Club Scholarship Presented by Patti Mason	Timothy Clark, Katherine Chase, Sara Gerhardt, Amber Biddle
Don Mason Achievement Award - Presented by Patti Mason	Tammy Robbins
Dr. Lawrence Ross D.D.S. Memorial Scholarship	Scott Pherson
F.A.M.E. Friends Advancing Music Education Presented by Jim Ray *Greg Wadleigh Music Award*	Brant Kaylor, Anthony Frasso, Peter Frasso Maria Bergamini, Nicholas Themeles, Mark Wheeler Aaron Beals, Timothy Reppucci, Eliza-Beth Lerch Mark Wheeler
H. E. Fletcher Social & Athletic Club	Tracey Eastman
Friends of the Senior Center	Adriana DeAmicis
Frederick S. Healy American Legion Post 159	Christopher Hurley, Erin Sheridan
Jamie Lehan Memorial Scholarship	Nicholas DeAntonis
Marcus Tullius Cicero Award	Katherine Chase
National Honor Society Award	Kaitlin Conley, Claire O'Brien, Elizabeth Peterson
Patricia Rotelli Peer Counseling Award	Claire O'Brien, Kimberly Durand
S.A.D.D. Student Award	Rachel Ward
Westford Garden Club	Christopher Peter
Westford Academy Faculty	Susan Bonney, Aaron Beals
Westford Arts Lottery Council	Tasneem Shikari, Karen Martin
Student Council Leadership Scholarship	Faith L'Esperance, Elizabeth Peterson, Brian Weeks Jessica Tenaglia, Barbara Andersen, Kristen Ablondi

Westford Academy Alumni Association Awards - Presented by Norman Harkins

Elva Judd Rollins Award	Tracey Eastman
Charles L. Hildreth Award	Michael Kit
Ruth E. McDonald Award	James Ferreira
Ruth E. McDonald Special Award	Barbara Andersen

Westford Athletic Boosters Club Scholarship Presented by Geraldine Beck	Kaitlin Conley, Paul Murach, Nicholas DeAntonis Tracey Eastman, Nathan Diercks, Brian Weeks, Keli Hennessey, Elissa Larrivee, David Silton, John Luttati, Sheela Mudholkar, Michael VanDerveer, Caroline Hellstedt

Westford Conservation Trust - Presented by Thomas Paul	Christopher Peter, Craig Amos
Westford Education Association - Presented by Jeffrey Haight	Kaitlin Conley
Westford Firefighters Association Scholarship Presented by James Klecak	Francis Fernandes IV, Wendi Mountain, Erin Sheridan
Westford Women's Club Award	Allison Knox, Kathleen Lewis
Westford Kiwanis Scholarship	Kimberly Durand, James Ferreira, Keli Hennessey, Kevin O'Donnell, Timothy Reppucci
Westford Lions Club Verna Zaher Scholarship	Erin Denehy
Westford Newcomers & Friends Club	Kimberly Durand
Westford Police Association Scholarship Presented by Sergeant Joseph Roy	Kevin O'Donnell, Danielle Paganelli
Westford Rotary Club Scholarship	Susan Bonney, Jessica Tenaglia, Erin Denehy
Edward M. Connolly Memorial Award Presented by Jay Ennis	James Ferreira
Westford Youth Baseball Association	Michael VanDerveer
Westford Youth Softball Association	Kristen Ablondi
Westford Soccer Leadership Award	Michelle Daniels
Nabnasset American Legion Auxiliary Presented by Laura Campopiano	Melissa McConologue
Middlesex Savings Bank Association - Presented by Paul Missaggia	Candice Brittain
John Daly Memorial Scholarship - Presented by Kathleen Paquette	James Ferreira
Nabnasset Lake Country Club Scholarship	Kyle Wood
Catholic College Club of Lowell	Peter Frasso, Kaitlin Conley
Class of 1987 - Daniel F. Provost Memorial Scholarship Presented by Ariane Gauthier-McMahon	Cathleen DuBosky
Sons of the American Legion - Presented by William Campopiano	Kimberly Durand
Eugene Ekstrand Peace Award - Presented by Barbara Carey	Tasneem Shikari
Harry Smith Town Democratic Party Scholarship Presented by Mary Smith	Barbara Andersen
Westford D.A.R.E. Scholarship	Kevin O'Donnell
Knights of Columbus Scholarship - Presented by Bob Johnson	Erin Denehy

These awards were given by colleges or organizations directly to Westford Academy students and shared with us. We wish to applaud these students and to share with the community our pride in their achievements

Barbara Andersen	Syracuse University	Boston Globe Scholarship
David Bauer	Juniata College	College Grant
Megan Bayer	Clark University	University Grant
Aaron Beals	MIT	National Merit Scholarship
		Tektronix Foundation Scholarship
Nicole Beaulieu	Providence College	College Grant
Amber Biddle	University of New Hampshire	Lee Tibbetts Scholarship
Susan Bonney	Harvard College	National Merit Scholarship
Paula Boudreau	Northeastern University	University Grant
Candice Brittain	WPI	College Grant
Somara Chim	Simmons College	College Grant
Kathleen Clark	Northeastern University	University Grant
Timothy Clark	Harvard College	College Grant
		Navy ROTC Scholarship
Ryan Daley	Northeastern University	Bridgestone/Firestone Scholarship
Nicholas DeAntonis	Sacred Heart University	University Grant
Erin Denehy	St. Anselm College	College Grant
Nathan Diercks	Franklin & Marshall	College Grant
Britania Downey	Wheelock College	College Grant
Tracey Eastman	St. Anselm College	College Scholarship
Jennifer Feltri	Emerson College	Dean's Scholarship
Nicole Fernald	Emerson College	College Grant
James Ferreira	Northeastern University	University Scholarship
Anthony Frasso	Cornell University	Armed Forces Communications & Electronics Association
Brant Kaylor	University of Rochester	University Scholarship
Kathleen Kendrigan	University of San Diego	Dean Scholarship
Allison Knox	University of Richmond	University Scholar Award
Faith L'Esperance	Villanova University	Hanscom Condon Memorial
		Hanscom AFB Wives' Club Award
Elissa Larrivee	Clark University	Dean's Honorary Scholarship
Kathleen Lewis	Bryant College	College Scholarship
Gordon Matthews	Messiah College	Academic Scholarship
		Dean's Leadership Scholarship
Elizabeth Mazerolle	University of Massachusetts-Lowell	Westford Sportsmanship Club Sch.
Rebecca Montress	University of Central Florida	Academic Honor Award
Wendi Mountain	University of Maine	University Grant
Paul Murach	University of Texas	Army ROTC Scholarship
Claire O'Brien	Wake Forest University	University Grant
Damon Parke	St. Michael's College	College Scholarship
Nicholas Pennella	University of Massachusetts/Lowell	Boston Globe Scholarship
Christopher Peter	University of New Hampshire	University Grant
Elizabeth Peterson	Tufts University	University Grant
Timothy Reppucci	Cornell University	Boston Globe Scholarship
Philip Santoro	Northeastern University	University Grant
Melissa Sarno	Merrimack College	Academic Scholarship
Samip Shah	University of Southern California	Hewlett-Packard Co. Employee Sch.
Jessica Tenaglia	Wellesley College	College Grant
Brian Weeks	Bryant College	College Grant
Brendan Wilson	St. Anselm College	College Grant
Lucy Wisnowski	Anna Maria College	College Scholarship

WESTFORD ACADEMY
Senior Awards Night - June 4, 1998

SPECIAL AWARDS

D.A.R. American History Award ..... Susan Bonney
D.A.R. Good Citizen Award ..... Faith L'Esperance
Avis Hooper Roudenbush Service Awards ..... Nicole Beaulieu, Kaitlin Conley, ... Keli Hennessey, Faith L'Esperance, ... Elissa Larrivee, Claire O'Brien, Elizabeth Peterson
Massachusetts Bar Association Award (Mock Trial) ..... Barbara Andersen, ... Megan Bayer, Katherine Chase, ... Anthony Frasso, Peter Frasso, Scott Lyman, ... Scott Pherson, Leah Weinrich
Boston Globe Art Show Award ..... Catherine Barrett, ... Joseph Flaherty, Tasneem Shikari
Army ROTC Scholarship ..... Paul Murach
Navy ROTC Scholarship ..... Timothy Clark
National Merit Scholarship ..... Aaron Beals, Susan Bonney
Principal's Leadership AWard ..... Christopher Hobday
Tandy Technology Award ..... Eliza-Beth Lerch
Catholic College Club of Lowell Scholarship ..... Kaitlin Conley, Peter Frasso
New England Institute Book Award ..... Ryan Orr
Bridgestone/Firestone, Inc. Scholarship ..... Ryan Daley
Tektronix Scholarship ..... Timothy Reppucci
Lee Tibbetts Scholarship ..... Amber Biddle

FAMILY and COMMUNITY AWARDS

Daniel F. Provost Memorial Award ..... Landon Pallian
F.A.M.E. Awards ..... Aaron Beals, Maria Bergamini, Anthony Frasso, ... Peter Frasso, Brant Kaylor, Eliza-Beth Lerch, ... Timothy Reppucci, Nicholas Themeles, Mark Wheeler
Greg Wadleigh Music Award ..... Mark Wheeler
Frederick S. Healy Legion Post 159 Award ..... Christopher Hurley, Erin Sheridan
Westford Academy Alumni (Elva Judd Rollins) ..... Tracey Eastman
Westford Academy Alumni (Charles Hildreth Award) ..... Michael Kit
Westford Academy Alumni (Ruth E. McDonald Award) ..... James Ferreira
Westford Academy Alumni (Special Award) ..... Barbara Andersen
Westford Academy Athletic Boosters Award ..... Kaitlin Conley, Nicholas DeAntonis, ... Nathan Diercks, Tracey Eastman, Caroline Hellstedt ..... Keli Hennessey, Elissa Larrivee, John Luttati, ... Paul Murach,Sheela Mudholkar, David Silton, ... Michael VanDerveer, Brian Weeks
National Honor Society Awards ..... Kaitlin Conley, ... Claire O'Brien, Elizabeth Peterson
Student Council Leadership Awards ..... Kristen Ablondi, Barbara Andersen, ... Faith L'Esperance, Elizabeth Petersen, ... Jessica Tenaglia, Brian Weeks
Westford Academy Faculty Award ..... Aaron Beals, Susan Bonney
Westford Arts Lottery Council ..... Karen Martin, Tasneem Shikari
Westford Women's Club Award ..... Allison Knox, Kathleen Lewis
Westford Lions Club Verna Zaher Award ..... Erin Denehy
James Lehan Memorial Award ..... Nicholas DeAntonis

FAMILY and COMMUNITY AWARDS continued

Dr. Lawrence Ross Memorial Award ..... Scott Pherson
Middlesex Savings Bank Award ..... Candice Brittain
Gary Franceschi Memorial Award ..... Laurel Morton, Michael VanDerveer
Westford Garden Club ..... Christopher Peter
Westford Newcomers & Friends Award ..... Kimberly Durand
Nabnasset American Legion Auxiliary Award ..... Melissa McConologue
H. E. Fletcher Social & Athletic Club ..... Tracey Eastman, Francis Fernandes IV
Anne Marie Bergamini Bowman Memorial Award ..... Maria Bergamini
Westford Youth Baseball Association ..... Michael VanDerveer
Don Mason CIRRUS/Outing Club Award ..... Timothy Clark, Katherine Chase, Sara Gerhardt, Amber Biddle
Don Mason Achievement Award ..... Tammy Robbins
Westford Education Association Award ..... Kaitlin Conley
Westford Conservation Trust ..... Craig Amos, Christopher Peter
Westford Firefighters Association Award *(Chief George Rogers)* ..... Francis Fernandes IV, Wendi Mountain, Erin Sheridan
Westford Kiwanis Award ..... Kimberly Durand, James Ferreira, Keli Hennessey, Kevin O'Donnell, Timothy Reppucci
Westford Police Association Award ..... Kevin O'Donnell, Danielle Paganelli
Westford Rotary Club Award ..... Susan Bonney, Erin Denehy, Jessica Tenaglia
Edward M. Connolly Memorial Award ..... James Ferreira
Westford Youth Softball Award ..... Kristen Ablondi
Westford Youth Soccer Leadership Award ..... Michelle Daniels
Patricia Rotelli Peer Counseling Award ..... Kimberly Durand, Claire O'Brien
Westford Academy S.A.D.D. Scholarship ..... Rachel Ward
Friends of the Senior Center ..... Adriana DeAmicis
Marcus Tullius Cicero Scholarship ..... Katherine Chase
John Daly Memorial Scholarship ..... James Ferreira
Class of 1987 - Daniel F. Provost Memorial Scholarship ..... Cathleen DuBosky
Sons of the American Legion ..... Kimberly Durand
Westford D.A.R.E. Scholarship ..... Kevin O'Donnell
Harry Smith-Town Democratic Party Scholarship ..... Barbara Andersen
Eugene Ekstrand Peace Award ..... Tasneem Shikari
Knights of Columbus Scholarship ..... Erin Denehy
Nabnasset Lake Country Club Scholarship ..... Kyle Wood
W.A.S.A. Award ..... Barbara Andersen

MUSICAL INTERLUDE ... "No One Left To Run With" by the Allman Brothers

TRUSTEE EXCELLENCE AWARDS ..... Bette Ross Hook

Consumer Family Studies ..... Shauna Linnehan
Art ..... Joseph Flaherty
Business Education ..... Michael VanDerveer
Computer Science ..... Kevin Wortman
English ..... John Thurston
French ..... Brant Kaylor
Latin ..... Aaron Beals
Math ..... Denise Cherng
Music ..... Mark Wheeler
Physical Education ..... Barbara Anderson, John Cope
Science ..... Eliza-Beth Lerch
Social Studies ..... Susan Bonney
Spanish ..... Susan Bonney, Timothy Reppucci
Technology Education ..... Christopher Peter

TRUSTEE FAMILY AWARDS ..... **Bette Ross Hook**

1st Lt. Jeffrey Peterson Memorial Award ..... Paul Murach
Abbot Award ..... Brant Kaylor
Arthur Griffin Hildreth Science Memorial Award ..... Susan Bonney
Barbara Hildreth Parkhurst Award ..... Timothy Reppucci
Bertha Norris Hildreth Memorial Math Award ..... Denise Cherng
Charles Hildreth Colburn Award ..... Eliza-Beth Lerch
Christopher Hook Memorial Award ..... Tammy Robbins
Dr. Clarence D. Wright Science Award ..... Aaron Beals
Fisher Family Memorial Award ..... John Thurston
Forty Memorial Award ..... Claire O'Brien
Gordon B. Seavey Communications Award ..... Jennifer Feltri
Julian Award ..... Timothy Clark
Karen MacWilliams Memorial Award ..... James Ferreira
Mary L. Westcott Achievement Award ..... Kevin O'Donnell
Nabnasset Boosters Club Award ..... Mark Fabrizio
"Pat" Bradley Woman Athlete Award ..... Elissa Larrivee, Caroline Hellstedt
Richard Hall Award ..... Anthony Frasso
Robert Shepherd Memorial Award ..... Sarak Vlasak
Ross-Hook Award ..... Jessica Tenaglia
Thomas C. Pehrson Memorial Award ..... Erin Sheridan
Stone Award ..... Lauren Brierley
Technology Arts-Arthur Bailey Merit Award ..... Christopher Hurley
William C. Roudenbush Memorial Award ..... Christopher Hobday
Class of 1995 Award ..... Faith L'Esperance
Russell Carlson "Pop Warner" Football Award ..... Nicholas DeAntonis, Brian Weeks
Erin Elizabeth Goddard Memorial Award ..... Melissa Drula
Steven Brian Wright Memorial Award ..... Daniel McGonigle
Hoebeke-Blanco Memorial Award ..... Paula Boudreau
Shields Memorial Award ..... Kaitlin Conley
Westford Academy Art Club Award ..... Heather Wang
Kathy Mayer Memorial Scholarship ..... Elizabeth Peterson
Barbara Wyman Shea Memorial Award ..... Alison Goodrich

SCHOOL AWARDS

Peer Counseling Awards ..... Jason Lewan, Tracey Eastman,
..... Kimberly Durand, Elizabeth Peterson, Kevin O'Donnell,
..... Keli Hennessey, Faith L'Esperance, Shauna Linnehan,
..... Claire O'Brien, Kaitlin Conley, Jamie Marcella,
..... Caroline Hellstedt, Cathleen DuBosky, Nicholas DeAntonis, David Silton,
..... Kristen Ablondi, Kathleen Kendrigan, Allison Knox, John Luttati,
..... Sheela Mudholkar, Paul Murach, Thomas Glennon, Rebecca Anderson,
..... Jennifer Bowman, Kathleen Clark, Nathan Maugel
Presidential Education Excellence Award ..... Susan Bonney,
..... Aaron Beals, Kathleen Clark, Eliza-Beth Lerch,
..... Jamie Marcella, Brant Kaylor, James Ferreira, Tracey, Eastman,
..... Heather Wang, Denise, Cherng, Kelly Sullivan, Jason Lewan,
..... Elissa Larrivee, Erin Denehy, John Thurston, Adriana DeAmicis,
..... Julia Metzner, Micah Shaw, Laurel Morton, Katherine Chase,
..... Kaitlin Conley, Timothy Reppucci, Mark Fabrizio,
..... Nicholas Worthley, Allison Knox, Jennifer Feltri, Anthony Frasso

SCHOOL AWARDS continued

Child Development II Award ..... Tammy Robbins
Creative Foods Awards ..... Rebecca Nolet, Amy Weeks
Science Department Award ..... Timothy Clark
Science Technology Award ..... Christopher Peter
State Environthon Award ..... Anthony Frasso, Kimberly Durand
Psychology Award ..... Laurel Morton
Computer & Business Technology Dept.
Business Law ..... Kathleen Clark
Interactive Computing ..... Michael Kit
College Accounting ..... Michael VanDerveer
C++ Programming ..... Candice Brittain
Accounting ..... James Ferrreira
Graphic Design ..... Brandon Meadows
Social Studies Department ..... Katherine Chase, Jamie Marcella
German National Honor Society ..... Lauren Brierley
German III Award ..... Lauren Brierley
German IV Award ..... Leah Weinrich
English Award ..... Susan Bonney, John Thurston
Math Award ..... Denise Cherng
Excellence in Art ..... Tasneem Shikari, Christopher Peter, Rachel Bell,
..... Karen Martin, Cathleen DuBosky, Stephanie Webber
..... Timothy Hansberry, John Thurston, Joseph Flaherty
French V Award ..... Brant Kaylor
Latin Awards ..... *Latin II* - Kaitlin Conley
..... *Latin IV* - Kathleen Lewis
..... *Latin V* - Susan Bonney
Spanish V ..... Susan Bonney, Timothy Reppucci
National Latin Exam Awards ..... Timothy Reppucci, Scott Pherson,
..... Susan Bonney, Kathleen Lewis,
..... Aaron Beals
National Junior Classical League Honor Society ..... Aaron Beals, Melissa Bhatnagar,
..... Susan Bonney, Denise Cherng, Jennifer Feltri,
..... Kathleen Lewis, Scott Pherson, Timothy Reppucci, Kelly Sullivan
Massachusetts Foreign Language Association
Leadership Award ..... Denise Cherng
Drama Award ..... Michael Hudak, Thomas Glennon, Jason Ramirez
..... Megan Bayer, Scott Lyman
Ghostwriter Award ..... Barbara Andersen, Jessica Tenaglia
International Student Recognition Awards ..... Didde Nielsen,
..... Regula Tschopp, Julia Metzner

MOST WORTHY REPRESENTATIVES

1998 ..... Kaitlin Conley
1999 ..... Suzanne Pude
2000 ..... Timothy Bye
2001 ..... Owen Scollan

Also please include the following:

Barbara Andersen	Syracuse University	Boston Globe Scholarship
David Bauer	Juniata College	College Grant
Megan Bayer	Clark University	University Grant

Aaron Beals	MIT	National Merit Scholarship
		Tektronix Foundation Schola
Nicole Beaulieu	Providence College	College Grant
Amber Biddle	University of New Hampshire	Lee Tibbetts Scholarship
Susan Bonney	Harvard College	National Merit Scholarship
Paula Boudreau	Northeastern University	University Grant
Candice Brittain	WPI	College Grant
Somara Chim	Simmons College	College Grant
Kathleen Clark	Northeastern University	University Grant
Timothy Clark	Harvard College	College Grant
		Navy ROTC Scholarship
Ryan Daley	Northeastern University	Bridgestone/Firestone Schola
Nicholas DeAntonis	Sacred Heart University	University Grant
Erin Denehy	St. Anselm College	College Grant
Nathan Diercks	Franklin & Marshall	College Grant
Britania Downey	Wheelock College	College Grant
Tracey Eastman	St. Anselm College	College Scholarship
Jennifer Feltri	Emerson College	Dean's Scholarship
Nicole Fernald	Emerson College	College Grant
James Ferreira	Northeastern University	University Scholarship
Anthony Frasso	Cornell University	Armed Forces Communicatic
		Electronics Association
Brant Kaylor	University of Rochester	University Scholarship
Kathleen Kendrigan	University of San Diego	Dean Scholarship
Allison Knox	University of Richmond	University Scholar Award
Faith L'Esperance	Villanova University	Hanscom Condon Memorial
		Hanscom AFB Wives' Club A
Elissa Larrivee	Clark University	Dean's Honorary Scholarship
Kathleen Lewis	Bryant College	College Scholarship
Gordon Matthews	Messiah College	Academic Scholarship
		Dean's Leadership Scholarshi
Elizabeth Mazerolle	University of Massachusetts-Lowell	Westford Sportsmanship Clul
Rebecca Montress	University of Central Florida	Academic Honor Award
Wendi Mountain	University of Maine	University Grant
Paul Murach	University of Texas	Army ROTC Scholarship
Claire O'Brien	Wake Forest University	University Grant
Damon Parke	St. Michael's College	College Scholarship
Nicholas Pennella	University of Massachusetts/Lowell	Boston Globe Scholarship
Christopher Peter	University of New Hampshire	University Grant
Elizabeth Peterson	Tufts University	University Grant
Timothy Reppucci	Cornell University	Boston Globe Scholarship
Philip Santoro	Northeastern University	University Grant
		Wakefield H.S.-Class of 196
Melissa Sarno	Merrimack College	Academic Scholarship
Samip Shah	University of Southern California	Hewlett-Packard Co. Employ
Jessica Tenaglia	Wellesley College	College Grant
Brian Weeks	Bryant College	College Grant
Brendan Wilson	St. Anselm College	College Grant
Lucy Wisnowski	Anna Maria College	College Scholarship

Blanchard Middle School

John D. Doucette, Principal

On June 18th, 270 members of the Blanchard Class of 1998 celebrated the completion of their middle school years. The coming of the 1998-1999 school year will bring 304 sixth graders to the Blanchard Community bringing the total number of students to an all time high of the middle school population in Westford. This growth at the middle level continually presents challenges and opportunities to the educators at Blanchard to maintain our high educational standards and retain a sense of belonging for all students. To make our large school smaller, Blanchard added a third cluster to our seventh grade, and in the coming year an additional cluster of students will be added to grade 8. Another change at Blanchard was the return of Joseph Jette from the Academy to our administrative team (John Doucette, principal - Suzanne McGrail, assistant).

The sixth grade teachers smoothly made the transition for our newest students. They have been striving to develop interdisciplinary units to connect all areas of the curriculum, thus creating more powerful and meaningful lessons. Connections were made between language arts, math, science, social studies, reading, and computers. Topics for these studies included "Travel Across North America," "Inventors," "Wetland Ecosystems," "Hyperstudio-Autobiographies," "Mayas, Incas, and Aztecs," and "Canada." In keeping with our middle school philosophy and the belief that community service/involvement should be a part of each middle school age child's education, the sixth grade, through their Primetime groups, have supported many local charities especially enjoyable is the "Acorns to Oaks" project where our 6th graders get to know a Westford Senior.

The seventh graders "hit the road" in early fall with a trip to King Richard's Fayre. This activity was the kickofffor an interdisciplinary unit on the Middle Ages. In addition, our seventh grade attended the Chamber Repertory Theater. This spring each cluster provided the students with two outdoor adventures. The White, Red, and Blue Cluster students went to Odiorne State Park in Rye, New Hampshire. There in addition to identifying marine specimens, they had an opportunity to practice social skills. Also, the three Cluster students went to Mt. Wachusetts where the team teachers had provided a nature scavenger hunt.

An early fall visit to the Witch Museum in Salem added a "real" glimpse to a unit on superstitions and the Salem Witch Trials. This year all grade 8 students studied a World Language (French, Spanish, German, and Latin). The students went to the Museum of Fine Arts in Boston where they experiencedthe culture of this new study. Other activities, such as a trip to the theater, allowed our eighth grade students to view five plays that they had previously studied as short stories. The eighth grade programs and activities are designed to encourage our adolescents to develop and to stretch their thinking skills as preparation for the more independent learning experiences of the high school.

Blanchard Middle School students demonstrated their talents and represented Westford proudly in many differentarenas this year. Our Math team and Mock Trial teams held their own in tough competitions. While the Holiday Concert, Recital Hour, and Spring Concert showcased the many talents of Blanchard's musicians. Our chorus had many participants in the Northeast District Music Festival. This year's production of Joseph and the Amazing Technicolor Dreamcoatplayed to full houses delighting audiences of all ages. More than 100 students participated in this year's play production. Many students took part in Blanchard's successful team sports. As always, sports provided our students with many life lessons.

The Blanchard School Council has identified goal areas for the 1998-1999 school year:

- Supporting the Whole Middle School Child
- Honoring Diversity
- Cultivating Community Support for the Unique Programs of Blanchard

During the next school year, we will continue to identify ways of incorporating our system's goal of the Peaceable schools. As a middle school, through our code of conduct, we will emphasize and provide opportunities to practice Blanchard's theme—R.O.C.K.S. (Respect, Opportunity, Cooperation, Kindness, and Service). We, as a school community, are always striving to offer positive experiences for young adolescents in order to prepare them for the challenges of the 21st century.

UPPER ELEMENTARY SCHOOLS

ABBOT ELEMENTARY SCHOOL

Michele C. Nortonen, Principal

Abbot Elementary School's enrollment continues to climb with a student population that hovers at 450. This number promises to increase as new housing in the area reaches completion. Our students are fortunate to have a dedicated and conscientious teaching staffand very active Parent Teacher Association (PTA) who collaborate to meet students' needs and work cooperatively with one another to provide activities and events that appeal to all students.

CURRICULUM AND INSTRUCTION

Our Language Arts program provides students with a variety of tools to help them become independent strategic learners. The Silver Burdett/Ginn literature-based program is utilized to teach essential strategies and key skills in reading. Strategies are further reinforced through the study of literature using an assortment of trade books representing many different genres and levels of ability. A major portion of writing instruction is done through the writing process and includes both narrative and expository forms.

In Math classes, problem solving and mathematical reasoning are emphasized using the D.C. Heath math program and manipulatives. The grade 5 accelerated math classes use the Glenco math program.

The study of Social Studies through the MacMillan/McGraw textbook centers on five themes including responsible citizenship.

The text for our Science program is Accent on Science published by Charles E. Merrill. Children also benefit from hands-on science experiences in life, earth and physical sciences using Science and Technology for Children (STC) Science Kits as promoted by the National Science Resource Center

In Health The Great Body Shop is used and supplemented by other resources including Here's Looking at You 2000, a drug education program. All of our fifth graders successfully completed Project D.A.R.E. under the tutelage of Officer Ray Peachey. Our third graders participated in Westford Fire Department's S.A.F.E. (Student Awareness of Fire Education) Program under the guidance of Don Parsons, S.A.F.E. Coordinator.

Our Library curriculum involves assisting students in accessing information through the use of technology, electronic reference and print material, effectivestudy skills, and the integration of research into all areas of the classroom curriculum.

Children participate in the Computer lab a minimum of 40 minutes each week. The technology program supports the curriculum and is considered another learning tool for the children.

Art, Music, and Physical Education classes are offeredto the children once a week, and teachers in these areas make every attempt to integrate their disciplines across the curriculum areas.

In the spring, grade 3 students were assessed in reading skills through the administration of the Iowa Tests of Basic Skills. Children in grade 4 participated in the MCAS (Massachusetts Comprehensive Assessment System) tests. Questions were based on the Massachusetts curriculum frameworks in the areas of Mathematics, Science /Technology, and English/Language Arts.

Our second annual curriculum expo was held in May highlighting student products in every curriculum area. Thirty-three students were asked to showcase their original inventions at the systemwide Inventors' Fayre held at the Westford Regency.

SCHOOL ADVISORY COUNCIL

The shared mission of the Abbot School, to develop the academic potential, improve the emotional well being, and enhance the social development of each child was accomplished through the goals of our school improvement plan:

(1) To provide a challenging, child-centered, learning environment in which students are supported and achievements are acknowledged.
(2) To foster respect, responsibility, decision making, and life-long learning skills.
(3) To promote parental and community involvement.

as well as through many new initiatives. Sincere thanks are extended to the members of our School Advisory Council who met monthly to help us frame and achieve an action plan to meet the goals: Co-chair Karen Mario; Parent Representatives Marge Hendriks, Colleen Campion, and Glen Shenkin; Community Representative Kathy Fellows; and Staff Representatives Karen McKenna, Martha Krauch, and Bud Maranville.

NABNASSET/ABBOT PTA

This was another successful year for the Nabbot PTA under the direction of President Liz Adams and her officers Vice President Marcy Lomen, Secretary Marge Hendriks, and Treasurer Janice Ryan. The Enrichment Committee schedule many programs with the schools such as "Krackerjack Theater", "Colony Educators", "North, South, East and Jim West", "Gerwick Puppets", "Southwick Zoo", and "Bamidele Dancers and Drummers". Volunteer efforts were again very strong this year. Volunteers participated in many areas including the libraries, the disabilities awareness programs, Wee Deliver, classroom parties, field trip chaperones, holiday store, school store, emergency phone tree, teacher luncheon, fifth grade farewell, and field day. The PTA sponsored several successful activities: a gift-wrap sale, book fairs, and Math-a-thon. These funds were used not only for enrichment programs, but also for equipment, classroom and library resources and staff development not normally covered in the School Department Budget. The PTA also contributed funds in support of the following volunteer efforts: American Education Week, Abbot and Nabnasset Grounds Beautification and School Council suggested improvements. Nabbot PTA publications this year included a start of school information packet, a monthly newsletter, and school directories for both schools. The year ended on an upbeat note with a Volunteer Appreciation Evening prepared by the Abbot and Nabnasset School Staffs.

PROFESSIONAL DEVELOPMENT

An in-house staff development committee prioritized staff needs, identified resources, and promoted participation at workshops and conferences. It was determined that our staff would pursue development in the areas of curriculum frameworks and alignment, interdisciplinary teaching methods, and integration of technology into the curriculum. Throughout the year, flexible groupings of teachers met regularly and worked collaboratively to expand their experiential base of knowledge. Examples of course work, workshops, and conferences in which our teachers and staff have participated include:

Massachusetts Reading Conference; Reading Success for At Risk Children; What's New in Children's Literature; Creating Student-Centered Classrooms with Information Technologies; Inclusion Ideas that Really Work; Helping Students Write with Greater Skill and Success; Media for the Millennium; Learning Centers for Different Abilities; What's New in Elementary Science; and The Student as Thinker, Researcher, and Inventor.

COMMUNICATION

Steps taken to facilitate open communication between the home and school include a monthly principal to parent newsletter; an open invitation for parents to join their child for lunch any time; books, pamphlets, and videos on parenting issues and educational trends available for parents to check out; an invitation to families to attend monthly school wide assemblies and PTA sponsored enrichment assemblies; and a calendar of school related events distributed monthly to families. The faculty meets twice a month to discuss curriculum concerns, policies and procedures, and other school related issues. In addition, the elementary principals meet as a team at least monthly to insure the coordination of systemwide activities and to foster professional sharing. Effective relationships with the community have been realized this year through our continued association with the residents of Westford Rehabilitation Center; through our association with UNICEF; through our participation in the community's food pantry drive; through our continued association with the Girl Scouts' used book drive and through our school's participation In the annual Pig 'n Pepper festivities and the annual Strawberries Arts Festival. In addition, we keep the community informed of school highlights by submitting articles and pictures to the Westford Eagle, by displaying school projects at Fletcher Library, and by distributing monthly principal newsletters to town departments. Due to the continued efforts of our Net Day volunteers, all of our closets that have been renovated to offices have been wired.

STUDENT ACTIVITIES/RECOGNITION

A significant amount of time this year was spent promoting students' self-esteem and building school pride. Every month the entire school came together to celebrate school spirit assemblies. At these assemblies student and staff birthdays were acknowledged and specific students were recognized for academic achievement, outstanding effort, and exemplary citizenship. Our code of conduct revolves around two themes, respect and responsibility, and was often the theme of the principal's address to the student body. Special events and activities in which students participated include: inventors' fayre, project S.A.F.E., hot shots competition, poster contests, move-up days, grade 5 camp, field trips, Project D.A.R.E., chorus, band, and strings concerts, visits to Westford Rehab, holiday parties, etc. Evidence of our students' work is apparent as one enters the school and their creative writings have been published in the Westford Eagle and in a national publication, The Children's Anthology of Poetry.

CONCLUSION

We take pride in the accomplishments of our students and staffand convey this message by the ways in which we develop school atmosphere, maintain our school facility, establish high expectations for student achievement, and present learning experiences.

ABBOT STUDENT PLEDGE

I will have faith in myself, I will succeed
and most of all, I will reach my goals,
I promise to take the responsibility to do my work,
to have self-respect and self control.
I can learn and I will learn!

NORMAN E. DAY ELEMENTARY SCHOOL

Kevin Regan, Principal

The Norman E. Day Elementary School concluded it's sixth year as an elementary school with pupils in grades three through five. A significant change to the school facility included the conversion of two areas used for music lessons and storage, used as lockerooms when the building was a middle school, into two classrooms. Landscaping around the facility was enhanced and a fence installed near the school sign attached to the building. Additional bulletin boards were mounted inside the building, lines were painted in the parking lot to improve space efficiency, wall paintings removed, plus lockers and interior walls and ceilings painted. The Code of Conduct and Responsibility was utilized for the second school year. Many classes implemented the Building Community curriculum which introduces students to the Code of Conduct and establishes a social curriculum. American Education Week was celebrated at the Day School during the week of November 16-22 with the theme of "Teaching Children to Think and Dream" !

CURRICULUM AND INSTRUCTION

During the school year three spelling programs were piloted in the building. Process Spelling was piloted as well as the programs developed by Zaner Bloser and Houghton Mifflin. Spelling Process was adopted by the School Committee in June, 1998 and will be utilized in all Grade Three classes commencing the 1998-1999 school year. A cadre of staff and parent JoAnn Simon worked as a Study Group to promote activities relating to Earth Day. One of the many activities developed by staff was with Grade Four adopting Reed Brook as part of the "Adopt-A-Stream" program through the Department of Fisheries, Wildlife, & Environmental Law Enforcement. Many community resources were also included with this activity including the Westford Water Department, Westford Conservation Commission, and the Westford Conservation Trust. For the fourth consecutive year Westford Community Safety Officer Ray Peachey implemented the DARE (Drug Abuse Resistance Education) Program with all Grade Five students. Don Parsons, Westford Fireman and S.A.F.E. Coordinator, presented the S.A.F.E. (Student Awareness of Fire Education) Program to all Grade Three students focusing on what is fire, arson and false alarms, plus fire and other emergencies. Students participated in the Inventor's Fayre within the school and numerous children in the three grades qualified and participated in the system-wide Fayre conducted at the Westford Regency.

In the Media Center Library Coordinator Mrs. Kelly and Library Assistant Mrs. Cappadona conducted another successful Human-i-tees fund-raiser with the proceeds used to enhance opportunities for pupils in the school Library. In the spring Grade Three students completed the state mandated Iowa Test of Basic Skills which tests vocabulary, reading comprehension, and spelling. Grade Four children were assessed through the Massachusetts Comprehensive Assessment Program (MCAS). The MCAS testing was completed in the areas of Math, English/Language Arts, and Science/Technology. Our third annual Curriculum Expo was conducted to showcase student learning and accomplishments within our curriculum. During the fall and spring children were administered DRP (Degrees of Reading Power) tests. The results of the power reading test were utilized to match student silent reading comprehension to available literature books. A booklist was distributed to families at the conclusion of the school year for student summer reading. The Math Fact Proficiency Program continued at the Day School in Grades 3-5 with the objective of increasing student automaticity with Math facts in the four basic operations. Seven teachers in three grade levels piloted self-contained classes where the instructor taught children in all five subject areas (Math, language arts, science, social studies, and health). This alternative is a variation of the cluster model which is still viable in grades three through five.

ROBINSON/DAY P.T.O

The Robinson/Day P.T.O. with leadership from Co-Presidents Cathie Williamson and Jayne Stafstrom supported a multitude of events at both elementary schools. The regularly scheduled meetings included Public Forum, approval of the previous meetings minutes, Treasurer's report, Principals updates, old business and new business. Some of the fund-raisers completed during the year were Gift Wrap Sale, Pumpkin Fair, Boosters, and the Ice Cream Social. Services provided by the P.T.O. included the School Store, Grade Five Signature T-Shirt, Holiday Shop, Challenge Awareness, and the Lunch Fund. At the September P.T.O. meeting elections were held for the vacancies with parent representatives on the School Advisory Councils. Parents elected were Sandy Woodburn Blocker, Terri Morrison, and Kathleen Taffel. Parents volunteered in the school as guest speakers, Party Parents, classrooms, Media Center work, Field Day, field trip chaperones, and as committee members. The annual Newcomer's Coffee was conducted in the fall to orient new families and welcome them to our school community. The Math and Science/Technology Center Committee met regularly to discuss the needs of students in these three curriculum areas. The Enrichment Committee provided many meaningful opportunities for children linked to our curriculum.

SCHOOL ADVISORY COUNCIL

The 1997-1998 school year marked the fifth year School Advisory Councils were mandated in the state as part of Education Reform. The nine members of the Day School Advisory Council included Co-Chairs Wanda Hall (Teacher Representative) and Kevin Regan (Principal); Community Member Lois Dodson; Parent Representatives Sandy Woodburn Blocker, Claudette Chagnon, Terri Morrison, and Kathleen Taffel; and Teacher Representatives Barbara Cope and Lisa St. Peter. In the fall School Advisory Council members from each of the public schools participated in the R.O.D.E.O. ("Reaching Out To Develop Educational Opportunities") with various groups from the greater Westford community (School Committee, PTO/PTA, Leadership Team, and other town elected officials and organizations). The theme for the R.O.D.E.O. was Peaceable Schools. Some of the completed action items from the 1997-1998 School Improvement Plan were: presented information to the Superintendent/School Committee to formally request additional Instructional Assistants; investigated concept and philosophy of looping; developed a report to the Superintendent on impact of increased student enrollment; established and publicized a Wishing Tree; reviewed school format for Open House; conducted grade level Family Nights: Grade Three- Probability, Grade Four- Mystery Festival, and Grade Five- "We're In Time"; established parent "Tour Guides" to welcome/orient prospective or new families to school; and conducted outreach activities with Cameron Senior Center and Westford Rehabilitation Center.

The 1998-1999 Day School Improvement Plan was presented to the School Committee in June, 1998 and approved. The following three goals will be the focus for the 1998-1999 School Improvement Plan: meet the diverse learning needs of all students; increase the use of technology in the classroom; and increase and improve parent and community involvement in the activities of the school. The School Council used the following criteria to analyze possible goal areas: impact on student achievement, span of control/influence of the School Council, and funding availability.

PROFESSIONAL DEVELOPMENT

The Day School organized a site-based committee to develop needs and priorities for the 1997-1998 school year. Professional development days were used for growth purposes. Areas of focus were: technology in the classroom, differentiated instruction, behavior interventions with challenging students, management of students with Attention Deficit Disorder, Information and Technology Skills for Student Success, and Media for the Millennium. Various faculty members attended site visits, graduate courses, workshops, and conferences to expand their current understanding in a multitude of areas. Day School staff, along with other teachers from the school system worked on program development in many of the curriculum areas.

COMMUNICATION

Numerous means were implemented to enhance communication. The Day School distributed the "NED CONNECTION" which was a periodic update from the school administration to keep families informed of special events and activities at the school along with updates with the facility, staffing and goal accomplishments. Other vehicles of communication included the "Wednesday Word" organized by the P.T.O. and parent Pat Stark, Grade five mid-term alerts, parent/teacher conferences in November and April, Parent Communication form, Student Information Form, Child Assessment Team meetings, School Visitation Day, visits to music class during Music in the Schools Month, Open House, and incoming Grade 3 Parent Orientation. A new feature of communication included quarterly distribution of "Look What's Happening at the Day School" which emphasized upcoming curriculum. "Committee Highlights" appeared on the reverse side of the monthly calendar and specified a summary of meetings with the Robinson/Day PTO, School Committee, plus the Robinson and Day School Advisory Councils.

STUDENT ACTIVITIES

Children participated in many special programs and events such as: Grade Five Leader's Club, school-wide Field Day, grade level Move-up Days, Grade Five Camp; field trips; Grade 5 Completion Ceremony and Reception; annual Memorial Day program; Award's Day; DARE Graduation; Ice Cream Social; DARE field trip to Fenway Park; Spaghetti Supper; Grade 5 Play "Tom Sawyer"; Grade Five Special Chorus; Strings and Instrumental Concerts; three classroom holiday parties; Human-i-tees fund-raiser; Spirit Days, and the Hunger/Homeless Week Food Drive.

RECOGNITION

Throughout the school year an emphasis was placed on the recognition of students and staff making contributions to our school. At the annual Awards Day program students were recognized for excellence in music, art, and physical education, perfect attendance, Students-of-the-Month, Odyssey of the Mind, Tour Guides, students with entries in the "Write Stuff", Spelling Bee winner Caitlin Lucey, students who distributed AM Bulletin, Cafeteria Servers, participants in the Inventor's Fayre, and S.T.A.R.S. awards winners. Recipients of the Gary Franceschi Memorial Scholarships for positive citizenship were Gordon Dunn and Kelley Tu. At the Grade 5 Completion Ceremony students were recognized for their successful completion of elementary school with a certificate. The winners of the Principal's Awards were Andrew Mains and Jacqueline Wells. The recipients of the Memorial Scholarships at the Memorial Day Program were: Brandon Beck for the Mary Ellen Bissonette Award for excellence in physical education; Benna Cheung for the David M. Lemire Award for excellence in music; Brendan Livingston receiving the Derek R. Wisnowski Award for citizenship; and Luke Scanlan for the Nicholas Philip Colgan Award for Creative Writing. The P.T.O. honored faculty members with a luncheon held during Teacher Appreciation Week. Individual staff were recognized at monthly faculty meetings for their involvement, communication, respect, and responsibility. At the Grade Five Completion Ceremony General Music teacher Jan Nickerson was recognized for her years of dedicated service and extraordinary efforts.

FUTURE PLANS

Changes at the Day School will include the expansion of the building with a five classroom addition. The Computer Lab will be relocated to the expanded Math Tutor's Office allowing the current Computer Lab to be used as a classroom. The General Music Room and Art Room will also be used as classrooms. This necessitates the Art and General Music programs to be held inside classrooms. The 1998-1999 School Improvement Plan will be implemented through the continued efforts of the School Advisory Council.

PRIMARY ELEMENTARY SCHOOLS

NABNASSET ELEMENTARY SCHOOL

Diane Brogan, Principal

During the 1997-98 school year, Nabnasset School finished their renovation and construction project. All areas of the building were available to students including the new cafeteria and the library/media center. Students were able to have music and art in separate classrooms instead of in their own classrooms on a cart. School enrollment at the end of the year was 525 students in Kindergarten through second grade. This year marked the beginning of a new multiage program which combined pre-first and first grade students.

PARENT / COMMUNITY INVOLVEMENT

The Nabbot PTA officers for the 1997-98 school year were Liz Adams, President, Marcy Lomen, Vice President, Marge Hendricks, Secretary, and Janice Ryan, Treasurer. The PTA, through its fundraising activities, sponsored many enrichment programs for the students. David Parker was back again to introduce sign language to all of the students. The Krackerjack Theatre also returned to perform "The Frog Prince" in the gym to the delight of all. The Bamidele Dancers and Drummers entertained with songs and dances from Africa and presented workshops to the second grade students, teaching them some of the dances. The North Winds Woodwind Ensemble played for the first and second graders. Science activities included Mr. Dick Devlin, Meteorologist, explaining weather to the first graders, and Mr. Magnet showing second graders the properties of magnets. The Kindergarten classes were able to "Explore the Ocean Floor" with live ocean animals and to view "Michelle's Menagerie" featuring animals from the Rainforest. The Zoomobile brought all kinds of animals for the entire school to see. Parents on the enrichment committee who arranged for these presentations were Ellen Martins, Jean Smith, Theresa Fingerhut, Chris Robbins, and Nancy Schiavone.

The Nabnasset School Council for 1997-98 was co-chaired by Principal, Diane Brogan and Parent member, Regina Conway. Other parent members included Scott Harkness, Kathy Souza, and Mariclare O'Neal. The community representative to the Council was Charlene Tutein. Teacher members included Dora DesAutels, Pat Rooney, and Rebecca Sawyer. The main charge of the Council this year was to choose and erect the new playground equipment for the school. This was completed in June with the help of 56 parent volunteers, one week prior to the close of school. The Council also supported the creation of the "Nab Lab", an outdoor science classroom in the school courtyard, which was coordinated by Council member Dora DesAutels and parents Maryann Capello and Teresa McLean. Eagle Scout, Mike Tannahill, built 5 planter boxes for the courtyard as his Eagle Scout project. Many plants were donated by parents and the Westford Garden Club. The Westford Partnership also donated $1000 as a mini-grant for the purchase of necessary materials for the Lab. The Partnership also donated $700 to the school to purchase an indoor growing cart on which to begin growing seeds.

Guest readers from the community once again visited the classrooms during American Education Week. The fire department also expanded its SAFE (Student Awareness of Fire Education) program to include both first and second grades this year. First graders learned about match and lighter safety, with second grade learning about "crawling low in smoke" as well as the importance of developing an escape plan for home.

The Inventors' Fayre was held in April with judges from the community selecting Cory McGrath, Nicholas Joyce, Colin Garvey, Jack Foley, Robert Dick, Sarah Orton, Colin Royal, Bradley Blickenstaff, Lucy Bergin, Laurie Michaels, Bridget Smith, Laura Osgood, Elaine Severo, and Mark Gozzo to represent Nabnasset School at the Systemwide Inventors' Fayre. The Curriculum Expo was held in May with classes displaying projects from the year in the gym for the community to view.

CURRICULUM/STUDENT ACTIVITIES

Field trips this year also provided enrichment to the students at Nabnasset School. The Kindergarten classes went to Southwick Zoo to view the rainforest animals which they were studying in class. They also traveled to the Museum of Science in Boston to see the Planetarium show during their study of "The Night Sky". First grade went to Boston for the "Make Way for Ducklings" tour and to George Hill Orchard in Lancaster as part of their study of apples. The Pre-first/first grade multiage classes went to The U.S.S. Constitution and presented them with $416. which they raised in school through their "Pennies for the Constitution" campaign. They also visited the Aquarium in Boston as part of their study of the Ocean. Second grade classes went to "Papillon Park" in Westford while studying butterflies and the process of metamorphosis. They also traveled to Worcester to the New England Science Center and viewed the Planetarium presentation along with the many other science exhibits. The Pre-first, first , and second grade classes all went to the University of Lowell in May to the "Students Meeting the Arts" program which was a series of plays for children based upon current literature. This trip was funded by a grant from the Massachusetts Cultural Council.

Whole school assemblies were held on "Zero Days" - the 10th, 20th, etc. days of school. These assemblies featured different classes and students and served as a schoolwide community building activity. Spirit days included "Hat Day", "Dalmatian Day", and "Pajama Day". A playground committee consisting of student representatives from second grade, chose items upon which the entire student body would vote, to be included in the new playground structure. The committee counted the votes and reported the results at a whole school assembly. Students also trick or treated for UNICEF, collected food for the Westford Food Pantry, raised over $200 for the Pantry with their "Holiday Helpers" program, and collected books for school children in Lowell.

A Code of Conduct was created this year as part of the system's Peaceable Schools initiative. The Code will be implemented in the 1998-99 school year but an initial piece of it began this year with the "Caught Doing Good" program. Students could be caught doing good deeds by staffand other students alike and would receive a certificate and "Caught Doing Good" pencil in recognition of their efforts.

FUTURE PLANS

A partnership with Tufts University has been established this year, along with Robinson School, to provide staffwith Professional Development opportunities. The goal of this partnership is to improve student learning through differentiating instruction in order to meet the needs of all learners. The 1998-99 school year will provide staff with professional development tailor made for their needs and interests.

Nabnasset School will be piloting two first/second grade multiage classes. There will also be a Reading Recovery program in place for first graders in need of reading intervention.

ROBINSON ELEMENTARY SCHOOL

Grace Wai, Principal

During 1997-98, Robinson School had many staffing changes. We welcomed half-time assistant principal Erik Ruhmann, kindergarten teacher Kristen Wikander, second grade teachers Susan Atkisson and Maryanne Wilson, multiage teacher Connie Jaquays, art teacher Melissa Quattrochi, special needs teacher Wendy Orazio, and guidance counselors Mary Terrio and Karen Grenier. Parents and the community continued to generously support our school through volunteerism. The PTO provided funds for wonderful enrichment programs benefiting our children.

PARENT/COMMUNITY INVOLVEMENT

The Robinson School Advisory Council was co-chaired by principal Grace Wai and community member Kelly Mehos. Parent members were Jen Montgomery-Rice, Emily Welch and Sandra Woodburn-Blocker. Staff representatives were Erik Ruhmann, Kristen Wikander, Barbara Callaghan, and Marilyn Frank. The council worked to promote the goals approved by the Westford School Committee in May, 1997. For the 1998-99 school year, we plan to support developmentally appropriate practices through professional development with Tufts University, liaison with NetDay to improve technology offerings, explore developing a relationship with senior citizens, support parent education forums, and hold coffeeswith the principal.

Jayne Stafstrom and Cathie Williamson acted as co-presidents of our PTO. Pat Stark produced *the Wednesday Word* bi-weekly to keep parents informed. Cheryl Smith produced the monthly calendar. Enrichment activities sponsored by the PTO greatly enriched the curriculum at our school. Examples of enrichment programs included Nikki Hu to complement our Japan unit, Dr. T (recycling message), and all school assembly on the rainforest.

CURRICULUM AND INSTRUCTION

The principal, staff, and parents participated on a focus group to learn more about the social curriculum through reading and studying The Responsive Classroom together. The main thrust of this focus group was to recognize that teaching social skills must be embedded in the curriculum and that we can help teach students to care, be a positive member of a classroom community, school community, and world at large.Some of the themes studied in our accredited kindergarten this year include: Space, Rain Forest, Eric Carle, and the earth. In first grade, students benefited from bringing home special backpacks with reading for family fun. Each backpack contained books and activities under a theme. Second graders studied Japan, immigration, butterflies, soils, and weighing and balancing. The publishing center was available through the volunteer effort of Maryfran Marecic and Vivian Robins.

Our Multiple Intelligences Unit was a great success. The staff planned a unit under the all-school theme of "Let's Make a Difference in Our Environment". Preschool students studied "water". Kindergartners learned about the rainforest. First graders explored recycling. Second grade and Multiage students learned about endangered species. The culminating activity was an Exposition, an evening for parents to view student work. The PTO's enrichment committee made arrangements for a performance on recycling for the community.

STAFFING

Two additional multiage (first/second grades) classes were taught by Sharon Petraske and Connie Jaquays. Marilyn Frank and Darlene Faherty embarked on their second year of teaching multiage classes. Bonnie Oliphant moved up to first grade with her pre-first students. Barbara Callaghan moved up with half of her kindergarten class and taught first grade. These programs were very successful. Next year, Robinson will have four multiage classes, eight kindergartens, one "looping" (where the teacher moves up with his/her children and then goes back the following year) class, seven first grade and seven second grade classes. (Total of 26 sections.)

TECHNOLOGY

Robinson has been fortunate to have computer donations from two high tech firms and parents. NetDay volunteers will work on these donations and enable us to have an internet accessible lab for small groups of students. Every classroom has at least one computer which is wired for electronic mail and internet access.

CONCLUSION

Grace Wai completed her second year as principal of Robinson School. Parents and the community have been extremely supportive. We strive to work together to provide a rich educational foundation and experience for the children and families we serve.

SPECIAL EDUCATION

Dr. Kevin Dwyer, Director

Last July 1997, Congress reauthorized the Individual with Disabilities Education Act (IDEA-97) and emphasized that special education was not to result in separate curricular programs for students with disabilities, but was intended to ensure that disabled students remain in the regular education classroom unless removal is necessary because the nature or severity of the student's disability is such that education in the regular classroom, even with supplementary aids nor services, cannot be achieved satisfactorily. Congress also specified that students with disabilities must be included in state and district-wide assessment programs, with appropriate accommodations, when necessary. IDEA-97 emphasized three elements: access to the general curriculum, high expectations, and accountability. The special needs staff in Westford has worked hard all year addressing these fundamental issues. Much time was devoted training staff on how to develop goals or objectives for the IEP to ensure that the student is successful in the general education curriculum. Fifteen special needs and regular class staff, representing each school in Westford, participated in an intensive five day training program at the close of this school year to develop and implement strategies to help special needs students meet the learning standards in the State Curriculum Frameworks. Much training was provided to special needs staff on to include all students with disabilities in the statewide assessment program. More direction is needed from the State to ensure that testing accommodations are being offered to the right students and under the right circumstances.

There were one-hundred and forty-one (141) referrals to special education this year. Eighty-four (84) met the eligibility criteria for special education, while fifty-seven (57) did not meet the criteria for special education. In order to be considered handicapped or special needs in Massachusetts, the evaluation team must determine that the student has a disability, and that the disability is preventing the student from making effectiveprogress in school. This number represents a minimal increase of thirteen (13) referrals from the previous school year. The largest student increase occurred at the pre-school level, necessitating additional staff of a pre-school teacher, speech/language therapist, and occupational therapist. We are also receiving more referrals for severely handicapped and medically involved children requiring more staff to ensure their safety and on task behavior. There were seventy-nine (79) students dismissed from special education services; fifty-four (54) had met their IEP objectives and no longer needed services, while twenty-five (25) special needs students terminated services by graduating this year. Altogether, the special needs department serviced a total of five-hundred and twenty-six students (526) this past school year, and the percentage of special needs students at the present time remains at 11%, well below the state average of 17%. The special needs staff is very thorough with their evaluations, and work closely with parents to ensure that only handicapped students are being identified as special needs. Much credit must also be given to regular class teachers who work hard every day providing for the diverse learning needs of their students, keeping unnecessary referrals to special education to a minimum.

However, the number of children being serviced in Westford Public Schools under Section 504 of the Americans with Disabilities Act is increasing each year. These children do not qualify for special education services because they are making effective progress in regular education, but are entitled to specific services and accommodations under federal law because of a physical or mental impairment that substantially limits a major life activity. Section 504 prohibits discrimination against handicapped persons, and children who qualify under this law must be provided with the accommodations and special services necessary to benefit from school. It is important to realize that Section 504 is not an aspect of special education, but rather the responsibility of the comprehensive public education system. As such, building administrators are responsible for its implementation within districts. There are approximately thirty (30) children in Westford receiving services under this law for a variety of physical and mental impairments. Such conditions range from a student who is temporarily disabled because of a car accident, to a student with cerebral palsy who is permanently confined to a wheelchair. More clarification is needed from the Department of Education to determine eligibility criteria under the law.

The special education department was awarded $162,405 in federal grant monies for the 1997-98 school year. The monies were utilized to continue funding for a school psychologist, an occupational therapist, and two teaching assistants. Some of these monies were used to fund specialists in the areas of vision, hearing, mobility, and behavior to work with our low incidence population. We also received $18,620 in early childhood monies to fund a teaching assistant in our integrated preschool program, one hundred (100) hours of community screening of children, and additional hours of occupational therapy services. An additional $16,501 was funded by the Department of Education to assist teachers in providing opportunities to achieve the learning standards in the Ma. Curriculum Frameworks. Fifteen (15) regular and special needs staff participated in a five day workshop to increase their knowledge to create integrated classroom communities to engage all students in challenging learning experiences. We also received state reimbursement as a Medicaid provider of special needs services, and have returned $25,000 to the town during this past school year. The cost of special education is increasing every year, and much effort is made each year to find ways of keeping costs in check. By creating new programs and hiring additional staff in special education, many students are returning from costly out of district placements, saving the town thousands of dollars. A good example of this is the new School to Work program at Westford Academy that allows students the opportunity to get real life work experience at a community based internship in a business suited to their interests. Students follow a reduced academic schedule each day, and then report to a job supervised by a job coach and employer. This has helped to motivate many students to stay in school to earn their diplomas. By having our own special education transportation program, we have saved the town more than one million dollars in costs based on the last public bid in 1986. The transportation program is efficient and well managed thanks to the dedication and commitment of our drivers and dispatcher who make the safety of their passengers their number one priority.

Kindergarten screening was held last September and a total of 352 children were screened for special needs at both the Robinson and Nabnasset Schools. This number represents an increase of 37 children from the previous year. Kindergarten screening is state mandated and designed to provide a non-intensive scan of children in order to identify those children who should be referred for an evaluation. The screening program must be completed no later than October 31 of each school year. Based on the standardized norms presented in the screening inventory, and using local norms, only one student failed the screening, and he was in the process of being evaluated for special education. Five additional students scored below the mean, and were considered at risk in Westford, and were referred for a special needs evaluation. Seventeen other students were placed on the watch list , and monitored by a special needs teacher throughout the year. Three of these students were eventually referred for an evaluation. The screening staff met with the parents of all the children who scored below the mean to discuss the results and possible recommendations. The screening staff is comprised of special needs teachers, speech/language pathologists, occupational and physical therapists, and guidance counselors, all proficient at distinguishing developmentally young children from children with handicapping conditions. A new Kindergarten questionnaire was utilized for the first time which parents found it to be more user friendly.

There were several professional growth opportunities offered this year to improve the quality of services to the special needs students in Westford. Thirty (30) special needs teachers and reading facilitators participated in an intensive ten hour workshop on the Wilson Language Training Program designed to introduce teachers to the principles of multisensory structured language education. Six(6) of these individuals will be selected to participate in the Level I Certified Training Program for the coming school year, and once certified will serve as future trainers for years to come. Twenty(20) special needs and regular class teachers participated in a four hour workshop on Attention Deficit Hyperactivity Disorder (ADHD) to better understand the neurological implications of ADHD, and to learn how to work with parents to keep children from unnecessarily being labeled and medicated for ADHD. Much attention this year was spent reviewing the new guidelines for state mandated testing and discipline procedures for special needs students with the Leadership Team and special needs personnel. Several special needs Parent Advisory Council meetings were also devoted to discussing how these new regulations would effect their children. Once the

testing results from the MCAS are known this Fall, specific guidelines will need to be established to address how to provide for the learning needs of students who fail state testing. The role special education will play in the remedial process is unclear. It is anticipated that grant monies will be available this coming school year to help teachers in providing opportunities for students with disabilities to achieve the learning standards in the curriculum frameworks.

With more young families moving to Westford each year, referrals to special education are on the rise. Many preschool children with substantial special needs are being referredfor services. We are fortunate in Westford to have a Superintendent of Schools and School Committee committed to servicing special needs children. Unfortunately, each year during budget deliberations, the School Committee often has to choose between funding regular education or special education programs. The State needs to provide more financial reimbursement to school districts so that the educational needs of one group are not being funded at the expense of another. Hopefully, new legislation will be forth coming to address this important issue.

PLANT OPERATIONS

Everett Olsen, Business Manager

Many maintenance and facilities improvement projects were accomplished during the 1997-98 School Year. These preventative and corrective maintenance activities have helped to lower our overhead operating costs and have provided additional classroom spaces in our buildings. Each summer a number of routine maintenance inspections and repairs are conducted at each school facility. The heating plants in each school are serviced by an outside contractor and thoroughly inspected by the Town's insurance carrier; emergency generators are inspected and serviced as needed; gym floors at the Abbot, Blanchard, Day, Westford Academy and the Robinson Schools are screened, repainted and refinished; our alarm systems in all buildings and fire extinguishers are inspected by companies specializing in this service and are repaired as needed; our gymnasium equipment is thoroughly inspected and repaired by an outside firm specializing in this service; playground equipment is inspected and new sand or bark mulch is added to the base under and around each piece of equipment; finally, the buildings are inspected, as they are annually, by the Town's building inspector, the Fire Department and Town Environmental Engineer prior to the opening of schools. The aforementioned routine inspections and repairs are conducted each summer in an effortto maintain safe facilities which leads to a reduction in our liability exposure and a decrease in the schools' overhead expenses.

Additionally, our HVAC equipment in all schools is periodically inspected and serviced. Our indoor air quality has been an important priority over the past 10 years. Our filters are changed in all schools several times a year and repairs are made to equipment to ensure proper operating conditions throughout the year. Several times during the year we contract with an environmental firm to conduct air quality tests, on a rotating basis, throughout out schools. We do this to ensure a sufficient air exchange in all classrooms and offices which leads to safe air quality standards throughout our buildings. The results of all air quality tests are kept on file in the Business Manager's Office and in each respective school office.

At the Abbot School, the former boys' locker room was converted to a music room for instrumental instruction. The room was painted, lights were installed, carpet and sound deadening materials were also installed. The original wooden shelves in the kitchen storage area were removed and replace with new metal shelving; 9 classrooms and the cafeteriafood storage area were painted by our summer maintenance paint crew. The paint crew consists of college students from Westford, who are hired to assist our maintenance staff in accomplishing much needed building improvements. Abbot, Day and Robinson Schools were the focal point of our painting efforts during the summer. The employment of college students saves the School System a substantial amount of monies compared to outside contract services.

At the Blanchard School, approximately 20% of the lighting ballasts were replaced throughout the building and the gymnasium was retrofit with direct metal halide lighting. The School Department a joint effort with the Massachusetts Electric Company in this gymnasium lighting retrofit. The Massachusetts Electric Company's Energy Initiative Program essentially funded one half of the cost of the gymnasium lighting retrofit. This retrofit is anticipated to reduce our energy consumption in the gymnasium by approximately 15% while providing a much higher level of lighting throughout the gymnasium.

The major project at the Day School involved the conversion of the former locker and shower rooms into classroom spaces. Two very bright and attractive classrooms were created from the former shower facilities allowing us to accommodate the increase in enrollment on the first day of school. In addition to the locker room conversion, 11 classrooms and ceilings were painting by the summer paint crew and 21 tackboards were installed in various locations throughout the building to facilitate the exhibit of student work. A handicap ramp was constructed and installed in the cafeteria by our maintenance staff which provided important handicap accessibility to the stage.

A rather unusual project was completed at the Robinson School. Westford Public Schools entered into an agreement with a company on a research grant from the Department of Energy. The nature of this grant was to design and build an extremely energy efficient modular classroom. The School System was contacted to determine the level of interest and we indicated that we were extremely interested in participating with this study. It represented an opportunity for the School System to acquire some much needed additional space which, otherwise, would have cost the School System approximately $75,000.00. The modulars were turned over to the ownership of the School System in return for the company being able to conduct research with respect to thermal and light efficiency. The only cost incurred to the School System was the construction of a connecting corridor between the Robinson School and the two modular classroom units. Our maintenance staff moved the playground at the Robinson School from the front of the building to the back of the building and made general playground repairs. Approximately 400' of fencing was installed around the perimeter of the playground to provide additional security. Our summer paint crew painted all 7 classroom suits in the building providing and brighter and more attractive environment for our students and staff.

Throughout the year, our custodial and maintenance staff were trained in several areas. Mr. Donald Parsons, of the Westford Fire Department, conducted a very valuable training session with our custodians and maintenance personnel in the area of materials handling and safety procedures with hazardous materials. Additionally, the School System contracted with a properly licensed company to provide training in the inspection, identification and handling of asbestos containing materials. Our head custodian at Westford Academy, Andrew Garside, has been trained and received State licensing in the following areas: and Asbestos Inspector's License, Asbestos Supervisor of Contracting License, Asbestos Management Planner License. Mr. Garside conducts the School System's 6 month asbestos reinspections, thereby saving our system approximately $2,000.00 annually. The custodial staff at the Blanchard School also received follow up training on programming and troubleshooting the sophisticated HVAC system at the school.

The custodial and maintenance staff, along with the college students that we hire in the summer, are to be commended for an outstanding effort throughout the entire year. The objective of our maintenance activity throughout the year is to provide clean, efficient, safe facilities for our students and staff.

FISCAL REPORT - JUNE 30, 1998

ACCOUNT		BUDGETED	EXPENDED
1100	School Committee	26,000	26,729
1200	Superintendent'sOffice	460,768	460,490
2100	Supervision	282,474	281,093
2200	Principals	1,049799	1,055,800
2300	Teaching	11,889,124	11,903,998
2400	Textbooks	65,625	65,625
2500	Library	231,797	237,760
2600	Audio/Visual	44,969	44,963
2700	Guidance	638,837	644,699
2800	Psychologists	15,341	14,418
3200	Health	180,762	185,307
3300	Transportation	738,645	739,769
3500	Student Activities/Athletics	271,943	271,943
4100	Operation	1,171,584	1,212,377
4200	Maintenance	680,662	762,432
5200	Insurance	133,500	35,087
5300	Leasing	36,081	36,906
6200	Civic Activities	3,255	1,084
7000	Capital	8,000	5,005
8000	Reserve	0	0
9000	Tuition	543,977	487,655
	TOTALS	18,473,143	18,787,140

SCHOOL ATHLETIC FUND FINANCIAL REPORT

Balance July 1, 1996		$12,243.54
Receipts		
Soccer	15,543.00	
Cheerleading	2,340.00	
Golf	1,440.00	
Volleyball	3,047.00	
Track	23,660.00	
Field Hockey	5,908.00	
Football	17,481.00	
Basketball - Boys/Girls	16,323.00	
Gymnastic	1,720.00	
Wrestling	900.00	
Skiing	1,440.00	
Baseball	5,875.00	
Softball	3,600.00	
Tennis	3,245.00	
Other	43.00	
		102,574.00
Expenditures		
Custodians, Officials, Supplies		
Transportation		93,440.53
Balance June 30, 1997		3,110.07

SCHOOL CAFETERIA FINANCIAL REPORT

INCOME:	Federal Aid Received $	78,867.49	
	State Aid Received	19,900.92	
			$ 98,768.41
	Sales	$646,017.42	
	Other	$ 16,650.46	
		TOTAL INCOME	$ 761,436.29
EXPENSES:			
	Labor	$ 371,496.27	
	Food Purchases	322,611.67	
	Supplies	26,780.01	
	Maintenance	9,679.84	
	Other	20,131.01	
			$750,698.80

SUMMARY OF FEDERAL PROJECTS

FEDERAL GRANTS	Beginning Balance	Income	Expenditures	Ending Balance
PL89-313 Title I				
Grant provides therapy for physically handicapped youth	975.17	- 0 -	- 0 -	975.17
PL94-142 Title VIB				
Grant provides elementary counseling & Special Needs staff at secondary level	1,771.00	155,285.00	151, 928.53	5,127.47
PL94-142 Early Childhood				
Screening/Support Services	- 0 -	18,620	18,620	- 0 -
Chapter 2 (balance)				
Block Grant	8,617.88	8,044.00	10,542.10	6,119.78
509 Goals 2000: Mentoring				
606 Lighthouse	- 0 -	15,000.00	6,340.00	8,660.00
274 Sped Curriculum	- 0 -	62,088.00	79,213.32	- 17,125.32
303 Eisenhower	- 0 -	16,501.00	14,896.17	1,604.83
331 Safe & Drug Free	447.18	8,196.00	1,650.36	6,992.82
	1,346.29	1,150.00	1,524.30	971.99

ENROLLMENTS

October 1, 1997

	NAB	ROB	ABB	DAY	BLAN	W.A.	TOTALS
Grade							
Pre-School		39					39
K	174	182					356
1	192	193					385
2	153	206					359
3			151	183			334
4			153	170			323
5			140	153			293
6					311		311
7					319		319
8					270		270
9						239	239
10						254	254
11						238	238
12						210	210
TOTALS	**519**	**620**	**444**	**506**	**900**	**941**	**3930**

HEALTHSUMMARY

End of Year Report
1996-97

Physicals	
# Grade Physicals	73
# Positive Findings Referred to Family Physician	1
# Students who had Physical by Private Physician	835
# Sport Physicals (Middle & High School)	205
Vision Screening	
# referred to Private Physician	173
Hearing Screening	
# referred to Private Physician	88
Postural Screening (grades 5 to 9)	
# Screened by Dr. Watson	102
# To be Followed at School	19
# Referred to Private Physician	14
Students & Staff Transported by Ambulance	10
Nurse-Pupil Conferences	48,908
Immunizatio	
DT	59
MMR	64
Flu	182
Mantoux	191
Dental Program	
# Students Eligible Grades 2, 4, & 6	2456
# Students who Participated	234
# Referred for Dental Care	45
# Referred for orthodontics	138
# Students with bee sting allergies	69
# Students with inhalers in school	130
# Students on daily medication	112

PER PUPIL EXPENDITURE COMPARISON

As in the past several years, we are providing the Town with a comparison of Westford's per pupil expenditures over the past few years with other area communities. This information is supplied by the State Department of Education and is based upon annual budget expenditures, thus the most recent data is for FY97.

	FY93	FY94	FY95	FY96	FY97
Concord	8192	8041	7928	8128	8906
Bedford	7513	7637	7204	7592	7851
Carlisle	6934	7101	7133	7239	7951
Littleton	6286	5331	5569	6470	6555
STATE AVERAGE	5130	5348	5524	6023	6276
Acton	5936	5657	5395	6296	6380
Tewksbury	4663	5557	5232	5627	5905
Andover	5267	5418	5230	5737	6030
Billerica	4847	4935	5228	5400	5478
N. Andover	4666	4938	4989	5249	5642
Chelmsford	4765	5051	4976	5370	5623
N. Reading	4872	4927	4967	5117	5248
Reading	4505	4847	4954	5297	5583
Wilmington	5542	5358	4952	5839	5933
WESTFORD	4710	4720	4824	4786	5020
Groton	4415	4805	4662	5171	5774
Dracut	3978	4504	4660	5357	5970
Tyngsboro	4404	4210	4591	4894	5261
STATE AVERAGE	5130	5348	5524	6023	6276
WESTFORD'S RANKING	11th	15th	14th	17th	17th
$ DIFFERENCE WESTFORD TO STATE	-$420	-$628	-$700	-1237	-1256

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Dr. John A. Crisafulli, Superintendent	692-5560
Shirley Mantone, Secretary to Superintendent	X 102
Dr. Marcia Lukon, Director of Curriculum	X 105
Katheryn Palmer, Curriculum Secretary	X 104
Everett V. Olsen, Business Manager	X 101
Judy Chaffee, Secretary to Business Manager	X 100
Barbara Martel, Accounting Manager	X 108
Christina LeMasurier, Payroll Assistant	X 106
Jenny Golay, Accounts Payable Assistant	X 107
Dr. Kevin Dwyer, Administrator of Special Education	X 112
Joan Chipchak, Secretary to Administrator	X 111
Dr. Jane Coleman Williams, School Psychologist	X 115
Janet Dubner, Team Chairperson	X 116
Dorothy Wagner, Secretary/Receptionist	X 113

SCHOOL COMMITTEE

Lee England, Chair	Term expires 1999
Sharon Boonstra, Vice Chair	Term expires 2000
Teresa Herrick	Term expires 2001
Richard Faherty	Term expires 2000
Linnea Flint	Term expires 1999
Susan Flint	Term expires 2001
Tim Martin,	Term expires 2000

Compiled and Edited by
Superintendent'sOffice
for the
WESTFORD SCHOOL COMMITTEE

Nashoba Valley Technical High School

100 Littleton Road, Westford
978-692-4711 - 978-448-9687 FAX 978-392-0570

1998-1999

Annual Report

Administration

Judith L. Klimkiewicz	Superintendent
Victor Kiloski	Assistant Superintendent/Principal
Ralph Dumas	Business Manager
William Towne	Director of Student Support Services & Measurement
Barbara Donaghue	Director of Curriculum Development
Kent Forty	Dean of Students
George Kalarites	Facilities Manager

School Committee

Peter Bagni	Chelmsford	**Alternates**	
Charla Boles	Groton	Al Buckley	Pepperell
Augustine Kish	Littleton	Frank Heslin	Westford
Irene Machemer	Townsend	Samuel Poulten - secretary	Chelmsford
Hajo Koester	Westford		
Leo Dunn	Westford	Barbara Sherritt	Townsend
Joan OíBrien – vice chair	Westford	Heidi Shultz	Shirley
Evangelos Lekas	Chelmsford	Deborah D'Agostino	Groton
Garry Ricard	Pepperell		
Sharon Shanahan	Chelmsford		
Benjamin Wales	Pepperell		
Richard White - chair	Shirley		

Div VIII Liaison: S. Poulten

SCHOOL DATA

Type: Public, regional, four-year vocational technical high school

Student Enrollment: As of October 1, 1998

Chelmsford	119
Groton	39
Littleton	9
Pepperell	124
Shirley	23
Townsend	90
Westford	81
Ayer	28
School Choice	47
Total Enrollment	560

Accreditation : New England Association of Schools and Colleges.
College Board Code Number : 222-333

Faculty : Sixty-five certified teachers Pupil Teacher Ratio : 10:1

Calendar Three twelve-week trimesters. Eight 45 minute periods, five days per week. The school schedule alternates one week of academic classes with a week in a vocational-technical program.

Vocational-Technical Programs

Auto-body Repair
Automotive Technology
Construction/Cabinet Making
Culinary Arts /Hotel Restaurant Management / Conference Planning
Computer Aided Drafting/Design
Electrical Technology
Electronics/Robotics
Early Child Care Education
Graphic Communications
Horticulture/Landscape Design
Computer Aided Machine (Machine Tool Tech)
Medical Occupations
Dental Assistant
Metal Fabrications
Painting & Decorating/Interior Design
Plumbing/Heating
Banking/Retail/Marketing (1999-2000)
Pre-Engineering (1999-2000)

SPECIAL ACADEMIC PROGRAMS

Students receive four years of computer applications.
Foreign language is offered all four years for interested students.
Juniors with honor grades may elect to enter the Dual Enrollment Program and take their senior year with a community college in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and an Associates Degree from the college they have attended.

STUDENT ACTIVITIES

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten sports with equal opportunities for male and female students. Other activities include Student Council, National Honor Society, Yearbook, Students Against Destructive Decisions, Vocational Industrial Clubs of America, peer counseling and many special interest clubs. Nashoba **does not charge user fees.**

The ìKidsî Career Exploration Program

A free program for Four afternoons from 3-6 PM offering students in grades five, six, and seven an opportunity to explore career opportunities in several vocational programs as well as World Language (Spanish).

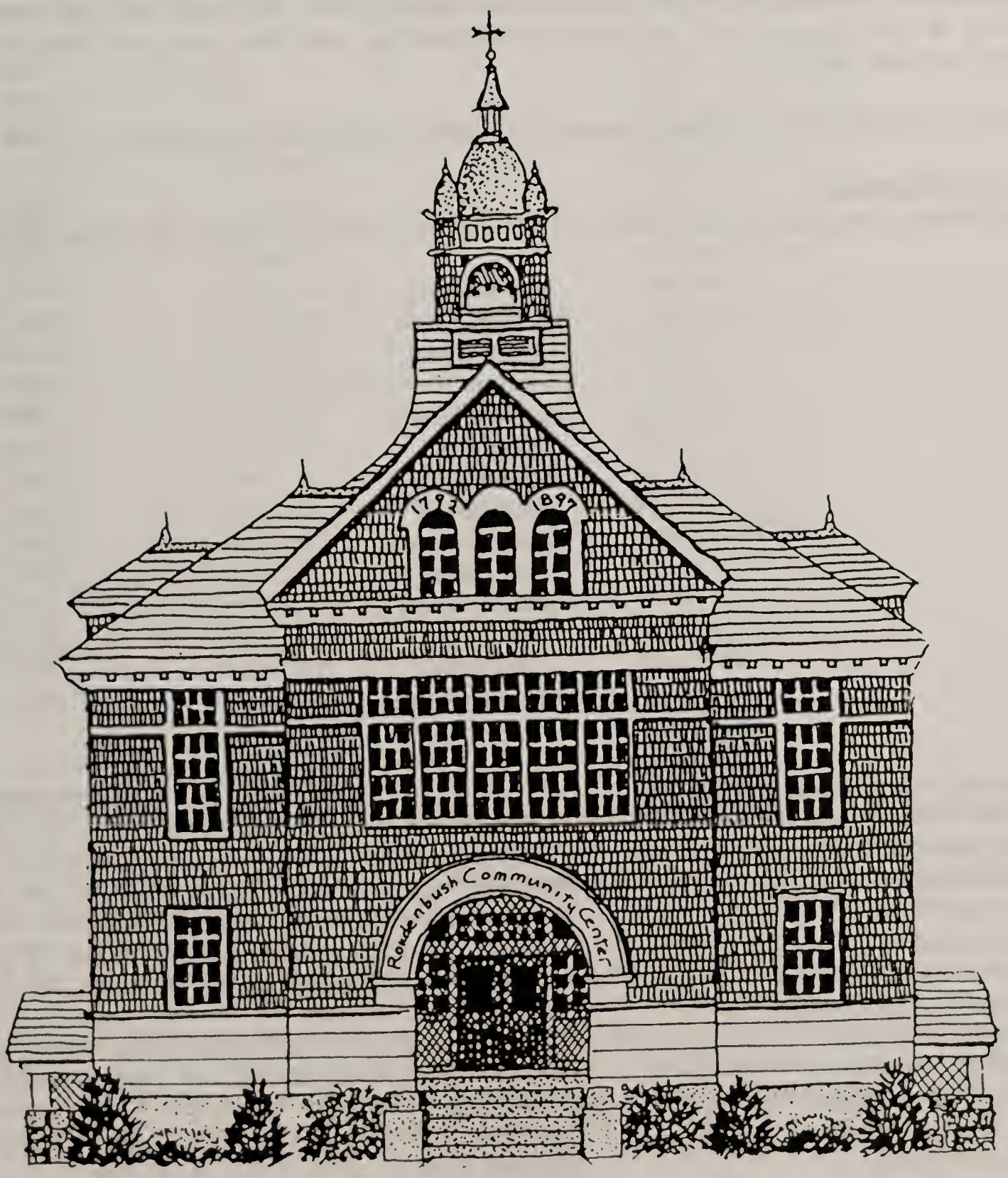
Continuing & Community Education

Approximately fifteen hundred adults attend this evenings run program every school year.

Summer Programs

Nashoba Valleys Allst☆rs Summer Program is offered to 5th, 6th, and 7th graders in the area. Students enjoy outdoor adventures, sports programs, computer applications & graphics, and academic enrichment.

Public Works



HIGHWAY DEPARTMENT

I am pleased to submit the annual report of the Town of Westford Highway Department.

The Highway Department from February 1, 1998 through January 31, 1999 performed the following work.

Town Roads
Regular maintenance and repair of Town Roads consisted of cleaning and repairing of catch basins and manholes, the cutting of brush on the sides of the roads, repair of guard rails, patching and sweeping of roads and municipal parking lots. The Highway Department also grades all Town gravel roads, installs berm and curbing, cuts and clears trees from roadways during and after storms.

In 1998 9,925 tons of bituminous concrete was used for repair and maintenance of Town Roads.

Roads Resurfaced
The following streets were resurfaced with bituminous concrete or treated stone and asphalt.

Abbot Street
Bradford Street
Canal Street
Chestnut Street
Crescent Street
Flagg road
Hildreth Street
Main Street
Mulberry Lane
Oak Street
Palermo Street
Pine Street
Pond Street
Robinson Road
Wayne Road

Drainage Town Roads

Concord Road @ Hildreth Street	Installed 60' of 12" pipe
Depot Road by Cherry Lane	Installed 80' of 12" pipe
Depot Street	Installed 1 manhole & 100' of 24" RCP
67 Forrest Road	Installed 1 catch basin & 120' of 12" pipe
Groton Road	Installed 1 manhole & catch basin & 100' of 12" pipe
Hildreth Street	Installed 60' of 12" pipe
Nutting Road by Bobolink	Installed 80' of 12" pipe
11 Patten Road	Installed 1 catch basin & 140' of 6" pipe
Pine Ridge Road	Installed 1 catch basin & 60' of 12" pipe
19 Pine Ridge Road	Installed 80' of 12" pipe
40 S. Chelmsford Road	Installed 30' of 12" pipe
73 Stoney Brook	Installed 2 catch basins & 130' of 12" pipe
Vose Road- Culvert	Installed 40' of 34" pipe
Wright Lane	Installed 60' of 12" pipe

Betterments
Under the Town's Betterments Program, Pine Tree Trail and Endmoor Road construction was continued during the 1998 construction season. These projects upgraded the roadways from dirt to bituminous concrete including curbing and drainage.

Snow and Ice Removal
The Town of Westford Highway Department, in the interest of public safety and the convenience to motorists, cleared the snow and ice from approximately 175 miles of roadway. In this process the Town used 3,733 tons of sand and 3,610 tons of salt.

Following are the times the Highway Department was called out to treat or plow the Town roads:

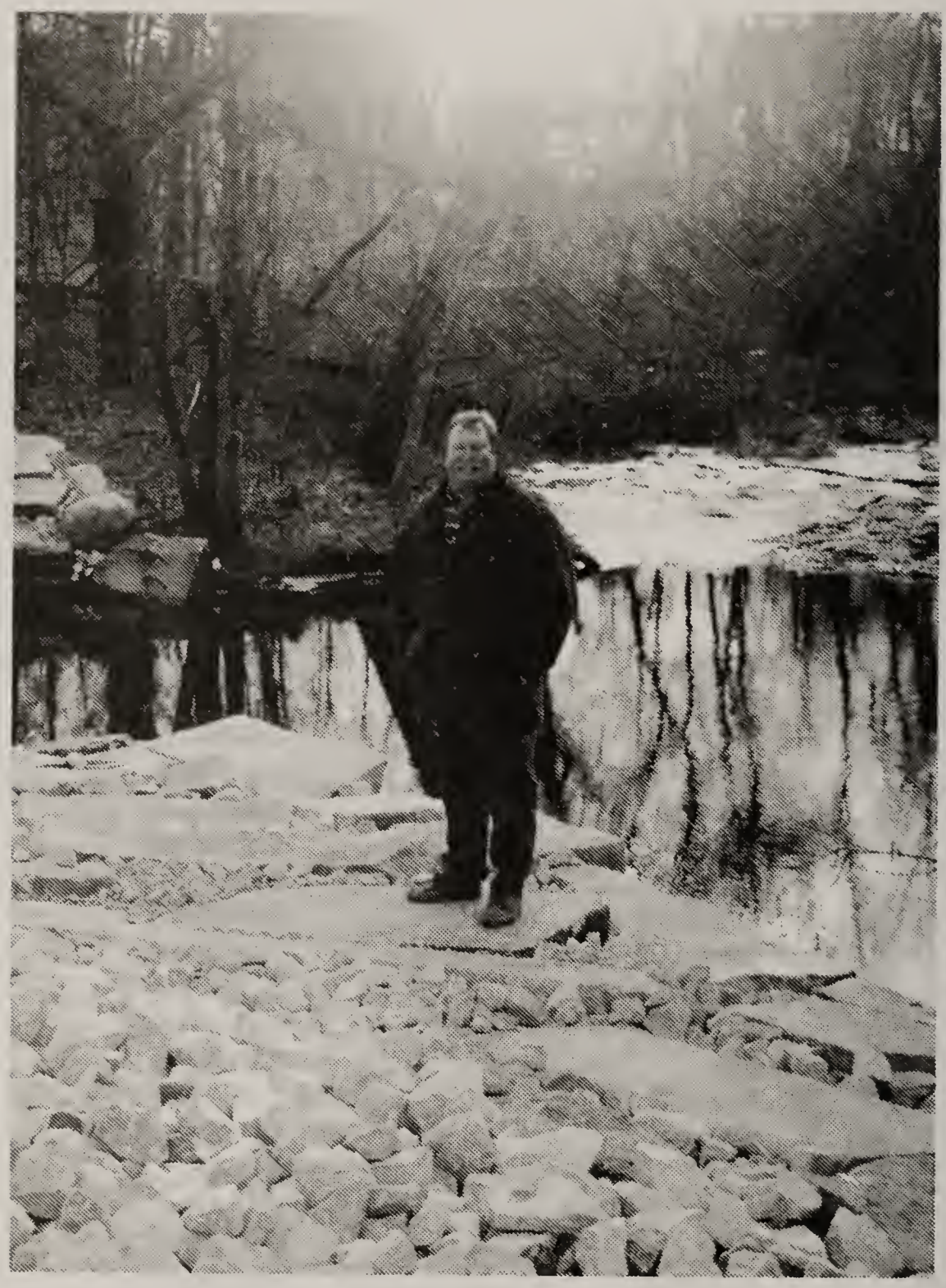
Feb. 5, 1998	Ice	Sand
Feb. 6, 1998	Ice	Sand
Feb. 17, 1998	Lt. Snow 1 ½"	Salt/Sand
Feb. 24, 1998	Lt. Snow	Salt/Sand
Mar. 14, 1998	Lt. Snow ½"	Salt/Sand
Mar. 21, 1998	Lt. Snow ½"	Salt/Sand
Mar. 22, 1998	Snow 3"	Salt/Sand/Plow
Dec. 22, 1998	Snow Squall	Salt/Sand
Dec. 28, 1998	Wet Snow 2"	Salt/Sand/Plow
Dec. 29, 1998	Lt. Snow	Salt/Sand
Jan. 3, 1999	Freezing Rain	Salt/Sand
Jan. 7, 1999	Lt. Snow	Salt/Sand
Jan. 8, 1999	Snow 3"	Salt/Sand/Plow
Jan. 9, 1999	Ice	Salt/Sand
Jan. 12, 1999	Snow 3"	Salt/Sand/Plow
Jan. 14, 1999	Snow 4"	Salt/Sand/Plow
Jan. 17, 1999	Ice	Sand
Jan. 18, 1999	Freezing Rain	Sand
Jan. 19, 1999	Ice	Salt/Sand
Jan. 28, 1999	Lt. Snow	Salt/Sand
Jan. 29, 1999	Lt. Snow 2"	Salt/Sand/Plow

Parks Department
This year the Whitney Playground, Town Commons, Monuments, Library, Graniteville, Forge Village, Nabnasset and Parkerville ballparks were limed and fertilized. All shrubbery was trimmed and the grass cut and raked. In the Fall all leaves were picked up around the common and in the Town owned parks.

For Memorial Day, geraniums were placed on the Town Common and on the Monuments.

I wish to express my sincere thanks to the Board of Selectmen and Town Manager for their full cooperation and to all members of the Highway Department, who have been most cooperative. In addition, my thanks to the members of the Highway Building Committee for the many hours of hard work in helping to locate a new home for the Highway Department.

Richard J. Barrett, Jr.
Superintendent of Streets



Highway Superintendent, Richard "Chip" Barrett

HIGHWAY GARAGE BUILDING COMMITTEE

At the end of August, 1998, the Board of Selectmen appointed a new Highway Garage Building Committee comprised of some members of the former Highway Garage Building Committee and some new members. The purpose of the committee is to develop proposals for, and oversee the construction of, facilities for Highway Department Operations. The committee consists of eleven members.

One of the first steps taken was to review the research compiled by the previous committee. Ultimately, the committee adopted the Highway Department "Space Needs" study performed by a consultant in July of 1998. The report concluded that the minimum requirements for the future space needs of the highway garage facility is approximately 6.4 acres. The existing site area contains approximately 5.0 acres, at least 3.3 acres of which is probably unavailable for new construction because of environmental permitting, toporaphy and setback constraints. Approximately 4.3 acres of the parcel lie with the W.R.P.D. II District.

The existing highway garage was constructed in 1963 and contains five (5) vehicle storage bays with minimal space for offices, equipment storage and maintenance. On an emergency basis, temporary structures were attached to the structure to house the offices of the Town Engineer, and to provide more appropriate space for the Highway Superintendent and his staff. As the town has grown, so has the need for equipment and personnel to maintain the roadways and grounds of the town Although the department has filled every square foot of garage area with vehicles, it is still impossible to store all of the vehicles inside the existing building. More importantly, the building is severely lacking in appropriate environmental protection features. It is the committee's hope that the taxpayers will benefit from a single renovation and/or relocation of the highway garage facility rather than employing piecemeal improvements over time, or making emergency repairs to a garage which ultimately may be reconstructed and/or relocated.

Toward the end of 1998, the Board of Selectmen enlarged the committee's charge to include the consideration of the incorporation of space for the offices of the Planning Board, Conservation Commission, Recreation Commission, Board of Health, and Permitting Departments. The revised charge required that the committee amend its review of available parcels of land to parcels containing 10 or more acres. By the end of the calendar year, the committee had established a list of site criteria and had reviewed hundreds of parcels of land in town and narrowed the possible potential locations to fewer than seventy.

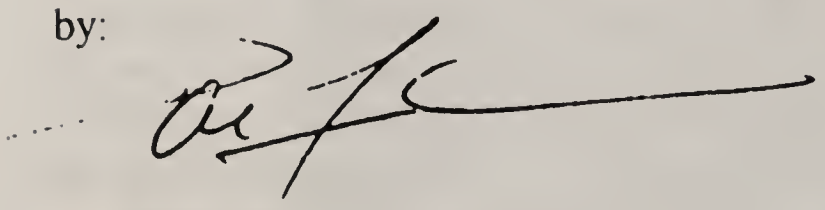
The committee published requests for proposals for consultants' services to assist in the evaluation of potential new sites. It is the committee's hope that it will identify approximately four potential sites and direct its consultants to perform preliminary evaluations of the feasibility of sites for the Highway Garage/Municipal Office space purposes.

Additionally, the committee has actively participated in the Stony Brook Center Master Plan Subcommittee. Again, with the intention that it is in the best interests of the taxpayers to obtain a comprehensive analysis of municipal space needs, the Highway Garage Building Committee voted to designate $2,000.00 of the funds made available to the committee by the Fall 1998 Town Meeting for purposes of evaluating the site as a potential site for the highway garage facility.

We hope to seek approval at the Spring 1999 Town Meeting for architectural and engineering fees. At that time, we hope to have final recommendations regarding the site or sites for expansion and/or relocation which will be submitted for the final approval by the Board of Selectmen. The committee is also contemplating the possibility of modifying the existing facility and constructing a satellite facility at a second location for purposes of fulfilling the space needs.

Respectfully submitted,

HIGHWAY GARAGE BUILDING COMMITTEE
by:



Paul F. Alphen, Chairman

PFA/mvd

MEMBERS:

Paul Alphen, Chairman
Louis Ashley
Richard Barrett, Clerk
Sam Bayou
Claudette Chagnon
Todd J. Croteau (alternate)
George Fletcher
Mark Hamel (non voting)
John A. Healy III
Robert Jefferies
Gaylord McCartney (non voting)
Madonna McKenzie, Vice Ch.
Richard McNeil
James Pearson
John Reeves (alternate)
William Rogers (alternate)
Frank Thompson (alternate)
Christie Williams (alternate)

ANNUAL REPORT

Westford Water Department
FY 1998

CASH RECEIPTS		
Water Rates		$1,491,315.77
Misc Billings		$295,154.02
Service Billings		$358,404.37
Interest		$16.73
Liens		$19,402.21
TOTAL REVENUES		**$2,164,293.10**
EXPENDITURES		
Payroll		($453,810.58)
Maintenance & Operations		($571,380.22)
Debt Expense		
Principal on Loan	($40,000.00)	
Interest on Loan	($28,910.00)	
Total Debt Expense		($68,910.00)
Capital Projects		
Meter Replacements	($28,812.17)	
Diesel Trucks	($29,522.86)	
Pumping Station	($1,650.35)	
Depot Well Up Grade	($363.96)	
Cote Well Disinfection	($15,700.00)	
Water Storage Tank	($118,269.63)	
Other	($90,348.60)	
Total Capital		($284,667.57)
TOTAL OPERATIONAL EXPENDITURES		**($1,378,768.37)**
Encumbered Accounts		
Booster Station	($5,133.73)	
Variable Drives	($16,890.80)	
FY 97 Water Main Project	($81,088.04)	
Pine Tree Trail Improvements	($22,016.74)	
Pumping Station	($579,973.51)	
Water Storage Tank	($864,593.66)	
River Street Bridge	($65,621.76)	
Total Encumbered		($1,635,318.24)
TOTAL ENCUMBERED EXPENDITURES		**($1,635,318.24)**

ANNUAL REPORT

Westford Water Department
FY 1998

ACCOUNTS CARRIED FORWARD

Depot Well Up Grade	$54,636.04	
Cote Well Disinfection	$44,300.00	
Pumping Station	$98,349.65	
Water Storage Tank	$171,730.37	
Other Water Encumbered	$53,778.76	
TOTAL CARRY FORWARD		**$422,794.82**

SURPLUS ACCOUNT

Beginning Balance 7/1/97		$46,523.78
Add:		
Current Year Revenue Surplus	$564,293.10	
Current Year Expenditure Surplus	$145,782.37	
		$710,075.47
UNDESIGNATED FUND BALANCE 6/30/98		**$756,599.25**

Signed by The Westford Water Department Board of Water Commissioners:

Walter J. Marcella

Leslie A. Thomas

Harold A. Fletcher, Sr.

Report of the Water Superintendent
For the Year Ending December 31, 1998

Number of Gallons Pumped

January	32,537,000
February	28,085,000
March	32,580,000
April	34,077,000
May	60,746,000
June	50,156,000
July	76,545,000
August	73,926,000
September	63,786,000
October	42,373,000
November	31,868,000
December	32,417,000
TOTAL GALLONS	559,096,000

Highest Usage per Day : July 20, 1998 3,263,000 gallons pumped
Highest Usage per Week : July 19 – July 25, 1998 21,609,000 gallons pumped
Average Daily Consumption : 1,531,770 gallons pumped

Number of Hydrants	768
Miles of Water Main	107
Number of Accounts	4,686
Number of Services	4,463
Service Renewals	13
Feet of Water Main Installed	18,279
Hydrants Installed	26
Water Main Breaks	5
Service Leaks	13
New services	198

Respectfully submitted,

Warren E. Sweetser, Superintendent

WESTFORD RECYCLING COMMISSION

The Commission is pleased to report recycling facts and figures for the town of Westford for 1998. Each ton of recycled goods diverted from the waste-to-energy incinerator in North Andover saved $95 and assured that Westford was in compliance with state waste bans.

Revenue for our recycled paper was steady at $10 per ton during 1998. Revenue collected from the sale of our recycled news and mixed paper generated income for the town of $ 15,934.

The land where our Littleton Road recycling site was located was sold in late 1997. Members of the Commission were unable to locate a suitable piece of land for a new recycling site. Without a new site, we made the decision to change to a curbside recycling program. Curbside recycling was voted on at the May 1998 Town Meeting and passed unanimously. Commission members Mike Gustin and Ken Teal created a bid proposal package that was circulated to prospective curbside collection bidders. The lowest bidder on the proposal was Northshore Recycled Fibers of Salem. On September 14th we began a curbside recycling program for Westford residents. Derosa Landfill Management Inc., a subcontractor to Northshore Recycled Fibers, picks up Westford's recyclables.

Membership Changes

In 1998 long time members Ann Eno, Mike Gustin and Wendi Foley resigned from the Commission. We would like to thank them for their hard work and dedication. Even though Ann Eno is no longer a commission member, she continues to oversee both our low-cost compost bin sales and our button-cell battery collection program. Ann personally delivers composts bins to any resident who orders one.

Mixed Paper Collection

Westford volunteer organizations provided the help needed to load rolloff containers with residents' mixed paper until the recycling site closed on Saturday September 12. Thank you to all the volunteer groups for their hard work during the years Westford's recycling site was open.

We thought it would be difficult to exceed the record 162 tons we collected for one month at the dropoff site in December of 97, but this past December 190 tons was collected.

Payments from North Shore Recycled Fibers of Salem for our mixed paper remain at $ 10 per ton.

Total mixed paper collected: 1,593.4 tons
Revenue collected: $ 15,934.
Avoided costs at the incinerator: **$151,373**

Glass, Metal and Plastic Recycling (GMP)

Our GMP is now collected by our curbside collection contractor. No revenue is collected for these commodities.

Our glass, metal and plastic (GMP) collection is on the rise. For the period of September to December 97 we collected 131 tons. For the same period in 98 we collected 162 tons. Our previous GMP high tonnage for one month was 36 tons, but since then we have had a record high month with our curbside collection yielding 45 tons.

Total GMP collected: 412.6 tons
Revenue collected from aluminum cans Jan. to Sept.: $3,250.70
Avoided costs at the incinerator: **$39,140**

Leaves and Grass Clippings

Westford residents take their yard waste to Laughton's Nursery, 31 Lowell Road, Westford. The site is open weekdays year-round (8 am to 4 pm) and also Saturday mornings from September to May. Laughton's receives $6,500 per year for this service.

Estimated total quantity recycled: 1,000 tons (@$6500/Year = $6.50 per ton)
Avoided costs at the incinerator: **$ 95,000**

Clothing Recycling

New England Clothes Recycling (NECR) of Chelmsford collected old clothing, textiles, small household appliances, used toys, and other items at the Rte. 110 site. After the site closed, the collection bins were moved to Minot's corner Exxon, Abbot School and Blanchard School. The town receives $400 per year payment from NECR.

Waste Motor Oil

The Westford Center Fire Station continues to be the collection depot for waste motor oil each Saturday. Residents are charged a disposal fee of $1 per gallon. The collection program is overseen by Fire Department personnel. Oil collected is used by the Highway Department as fuel for heating the town garage. A record 444 gallons were collected in September (most of the oil was collected in conjunction with the Household hazardous waste collection day).

Volume of waste oil collected: 1,112 gallons.
Total income received: $1,112

Christmas Trees

In January 1998, residents took advantage of a voluntary Christmas tree recycling program. The Westford Firefighter's Association participated in and benefited from two collection days by picking up trees from residents' homes for a donation of $5 per tree. The trees were taken to the Highway Garage for chipping.

Number of trees collected in 1998: More than 2,000

School and Municipal Building Recycling

Our curbside contractor, Northshore Recycled Fibers, collects paper, glass, metal, and plastics from Westford schools and municipal buildings.

Battery Collection
Commission member Ann Eno collects button cell batteries from the various collection points in Westford. Button cell batteries are used in hearing aids, calculators, and watches and contain the toxic substance mercury. Batteries are brought to NESWC for recycling. Used rechargeable ni-cad batteries are collected by Radio Shack at Westford Valley Marketplace.

Public Education
A flyer explaining all of the town's recycling programs was mailed in September to all Westford households. Printing and mailing costs for the flyer were paid for by a grant from the Mass. Department of Environmental Protection.

Deposit Cans and Bottles
The Westford Hockey Association continued to collect donated 5 cent return cans and bottles at the Rte. 110 site while it was open in 1998. The Hockey Association paid the Town $240 for use of space.

White Goods
White goods are defined as stoves, water heaters, washers, dryers, refrigerators, air conditioners, and microwave ovens, which are prohibited from disposal at the NESWC incinerator by a State DEP ban. A disposal fee is paid directly by homeowners to the hauler with whom they arrange to remove their white goods.

Hardcover Books
Hardcover books which cannot be sold by Friends of the J.V. Fletcher Library were collected for recycling at Courier Corporation in Forge Village. No revenue was received for the books by the town.

Household Hazardous Waste Collection
The bi-annual collection was held in September of this year at the Blanchard School. The contractor for the collection was Clean Harbors. Cost per car for the collection was $ 31. A total of 790 cars were served (235 more than 1996). Residents donated $ 481 to help defray the cost of the collection. The Commission thanks the volunteers who helped move cars quickly through the line.

Respectfully submitted,

Gayle Wells, Chair
Wendi Foley
Richard Barrett, Highway Superintendent, ex-officio
Ken Teal
Joyce Demers
Gerald DiBello
Ann Eno
Mike Gustin
Bill Beck

The Cemetery Commission Annual Report

1998 has been a year of waiting and planning. While we have waited for the necessary approvals to construct a cemetery on the Patten Road land, we have worked to preserve the historic nature of the town cemeteries and plan for the needs of current and future residents for burial space.

At special Town meeting in October the town, voted again, to pass the care and custody of the Patten Road (Water Department) land to The Cemetery Commission. This new vote was necessary in order for the legislature to approve the transfer of the land; an action which we hope will be completed soon. 1998 was filled with countless meetings regarding the Patten Road land. The Department of Environmental Protection, whose approval was necessary for transfer, after a great length of time, decided an open hearing was not necessary and approved the transfer. The Cemetery Commissioners are greatly indebted to Warren Sweetzer and Robin Fullford of the Westford Water Department. They have done much of the written work and leg work to help this transfer occur.

In our continuing desire to preserve the history of our town cemeteries, we had 10 monuments and headstones repaired. Our major repair project this summer was reconstruction of the Abbott Tomb. The walls were falling out and much of the marble containing the family history was cracked, broken, and had fallen off. The walls were shored-up, the script on the marble was recreated on granite tablets which were affixed to the tomb walls. In the Fall, Spring flowering bulbs were planted at four of the cemeteries to enhance their appearance. In order to maintain its historic look, headstones for any future burials in West Burying Ground are limited to slate which conforms to most of the existing markers.

The Cemetery Commission operates under Chapter 114 of the Massachusetts General Law. This year we have had 35 full burials and 4 cremations. Our superintendent Paul Baxendale cares for the five current cemeteries comprising a total of approximately 25 acres: Fairview; West Burying Ground; Hillside; Wright; and The Pioneer Burying Ground. Paul has two seasonal people (Spring to Fall) to help him and this year Jonathan Revis has substituted when Paul has been on vacation or out on sick time. With regret, at the beginning of this year we accepted the resignation of Andrew Bergamini from the commission.

In our quest to serve the town better our computer is up and running and, as time permits, our superintendent is loading in our hand written records. We look forward to having all of our records entered in order that accurate information may easily be retrieved for families and historians. New grave sites have been laid out in Hillside and Wright to accommodate the needs of the town until the new cemetery is opened.

We look forward to making the new Westford cemetery become a reality in the new year.

Respectfully Submitted,
The Cemetery Commissioners,

Karen Ann Campbell, Chair
Frederick W. Healy

REPORT OF THE TREE WARDEN

With an increase in our budget we were to clear many more dead and dangerous trees from our roadways. Next year we hope to instititute preventative maintenance on a timely basis.

We want to thank Chip Barrett and the Highway Department for all their help this year.

Respectfully,

Chester H Cook Jr
Carlton Rooks
TREE WARDENS

Health and Human Services

BOARD OF HEALTH
1998 ANNUAL REPORT

In 1998, the Board of Health (BOH) was able to meet the demands of a growing population. The BOH department consists of two services, health care services and environmental services, that support our community through many valuable programs and day to day interactions.

BOH HIGHLIGHTS:

- Revised existing Water Supply Regulations for alternatives to water supply treatment
- Released funds for Westford's Septic Abatement Program
- Enhanced the Tobacco Control Program
- Offered immunization clinics for students in need of the Hepatitis B vaccine.

Following the election of 1998, the Westford Board of Health voted to reorganize as follows:

Anthony P. Gemmellaro, Chairman
Kevin McCusker, Vice Chairman
Patricia Newell, Secretary
Louis Ashley, Member
Joseph Guthrie, Member

The Board of Health was supported by the following full-time positions:

John Casey, Director of Environmental Services
Sandy Collins, Director of Health Care Services
Beth Paulauskus, Board of Health Secretary

The Board of Health was also supported by the following part-time positions:

Joseph Greene, Substance Abuse Services Coordinator
Mary Brush and Maryanne Sullivan, Tobacco Coordinators
Sue Rosa, Health Nurse
Sue Ford, Food Inspector
Linda Prescott, Dental Hygienist
Joseph Lamb, Animal Control Officer and Stable Inspector
Judith Bassett, Assistant Animal Control Officer

Sincerely,
Anthony P. Gemmellaro

Health Care Services

Sandy Collins,R.N.,B.S.N., Director

In 1998, the growth of Westford and changes in the health care industry continued to stretch our capacity to provide our significant array of health services. Due to the growing numbers of elderly and other residents who have been prematurely discharged from other health care services as a result of managed care, we hired another public health nurse in August. Sue Rosa has become an essential member of our department.

In June, with the Chelmsford Board of Health, we purchased a new cholesterol assessment machine. This machine generates an immediate analysis of cholesterol levels, including triglycerides, HDL, and LDL. The new device enhances our ability to give information to our residents. Sharing the machine with Chelmsford minimizes the cost of providing the service.

In the area of tobacco control, the Board of Health strengthened its existing regulations to prohibit smoking on all town recreational fields and beaches. We continued to provide a number of tobacco education programs and activities to area schools and the community including the yearly Smoke Free Health and Safety Day, which was attended by nearly 3000. We also continued to work with area businesses to ensure adherence to our regulations. We performed periodic enforcement checks to ensure that minors cannot purchase tobacco products in Westford. Mary Brush, our community coordinator, has done a great job and regularly contributes articles on tobacco related topics to our area newspapers.

We are fortunate to have Joe Greene as our Substance Abuse Services Coordinator. Joe identifies professional problems and provides limited substance abuse clinical and referral services to community residents. In responding to the concerns of individual residents and parents, Joe emphasizes family dynamics and uses contract negotiation to improve or resolve family problems. He also directs the EAP (employee assistance program) for our town employees, which is an invaluable benefit to the community.

Among the selection of services offered to both residents and town employees were low-cost mammogram, blood pressure, cholesterol, pap, and lead screenings. By appointment, we provided home visits, immunizations, and tuberculosis testing. We also provided a record number of flu and pneumonia shots at numerous clinics. As always, we continued to follow-up on all reports of communicable diseases. Through our programs, we emphasis our conviction that primary and preventative care are the most effective means of reducing illness in Westford.

In cooperation with Emerson Hospital and area health care providers, we offered a monthly lecture series. With the school department, we provided students information on various health topics including breast and testicular cancer, the health consequences of using tobacco, and HIV/AIDS. I also served as a member of the schools' Health Task Force.

The Board of Health continued to administer a dental program. Students in grades 2, 4, and 6 were offered a screening, cleaning, and fluoride treatment. Students in kindergarten and grades 1, 3, and 5 received a cleaning. Our dental hygienist, Linda Prescott, also worked with a number of schools to provide educational materials and programs for the students.

In pursuing our goal of immunizing all students against Hepatitis B, we offered many immunization clinics. In 1998, thanks to the school nurses and administration, we offered the 6th grade program during school hours. This greatly increased the participation rates and protection of our students.
As we approach the challenges of 1999, the Westford Board of Health will continue to provide core public health programs. We remain dedicated to providing the highest quality of health care and meeting the daily challenges of designing and delivering comprehensive and accessible health services to Westford residents.

For the Board of Health, and for myself, I want to express my gratitude to the school nurses and administration, Council on Aging, town departments, local businesses and volunteers, area professionals, and Emerson Hospital for all their help and support throughout the year. Our programs and services are stronger as a result of their help.

Clinics and Reported Communicable Diseases

Chicken Pox	16
Salmonella	4
Cryptosporidium	2
Giardia	6
Hepatitis B	2
Pertussis	12
Campylobacter	5
Lyme	1
Meningitis	1
Hepatitis C	1
E Coli	1

Flu Inoculations	2050
Pneumonia Inoculations	264
Tuberculosis testing	27
Immunizations (Td, MMR)	40
Hepatitis B Inoculations	374
Hypertension Screenings	715
Home Visits	81
Lead Screening	3
Cholesterol Screening	11
Well Child Clinic	3
Mammograms	13
Pap Smear Clinic	6
Skin Cancer Screening	17

Dental Program

Total # of students in program	321
Total # of exams	234
Total # of cleanings and fluoride treatments	87

Total # of Referrals:

Caries	45
Orthodontics	77
Sealants	138

Total by class

Kindergarten	73
1st grade	96
2nd grade	38
3rd grade	43
4th grade	33
5th grade	14
6th grade	16

ENVIRONMENTAL SERVICES
John J. Casey, R.S., Director

As in the past, land use issues and development comprised the majority of our permitting activity in 1998. While residential development was far and away the most time consuming, commercial development is on the rise. This year, the Board of Health issued 408 septic permits (new construction and repairs) as well as receiving well over 700 design plans for review/approval.

During the latter half of 1998, the Department of Environmental Protection granted final approval to Westford's Septic Abatement Program, and released the funds late in the year. This money will allow the Town to provide low interest loans for the repair of failed septic systems to homeowners who meet certain economic and environmental criteria. These loans are then incorporated into the recipients quarterly tax bill, and can be paid back over 5, 10, 15, or 20 years.

This year work began on a Board of Health database. To create the database, all Board of Health documents including plans, reports, test results, etc., are converted to a digital format, and stored according to address. In addition to providing a much needed backup to the existing paper files, once completed, the database will greatly speed the transfer of information between Town employees and citizens. We also plan on providing access to this information through the Internet. This will allow homeowners, contractors, engineers, etc., to view/download non-critical information from their home or office.

Our Food Service Program continues under the guidance of Susan Ford, who has been working with the department for the last three years. In anticipation of the proposed changes to Article X of the State Environmental Code, we plan on sponsoring a Food Service Guidance/Certification Course early this fall.

During 1998, the Board sponsored informational lectures/presentations on topics such as Title 5 of the State Environmental Code, Requirements/Tips for homeowners seeking septic system inspections/repairs, and Indoor Air Quality: Radon, Lead, Asbestos. Attendance at each presentation was excellent, and we intend on providing this service again in 1999.

Also this year, to keep pace with emerging technology, the Board of Health revised the existing Water Supply Regulations to allow the use of Innovative/Alternative water supply treatment units for residential, and commercial purposes. In 1999, we plan on reviewing, and if necessary amending, existing septic and hazardous material regulations.

I would like to thank all Town Departments for their support and assistance in 1998, and look forward to continued cooperation in 1999.

PERMIT & SERVICES RECEIPTS

TYPE OF PERMIT ISSUED	AMOUNT RECEIVED
Sewage Disposal Works (Septic) Permits	$29,837
Installer's Permits	1,400
Hauler's Permits	650
Food Service Permits	6,040
Frozen Dessert Permits	20
Pump Permits	420
Well Permits	480
Beach Permits	300
Pool Permits	250
Stabling/Piggery Permits	60
Camping/Hotel/Motel	200
Tanning Permits	150
Tobacco Sales Permits	1,450
Massage Permits	1,860
	$43,117

ADDITIONAL RECEIPTS	AMOUNT RECEIVED
Cholesterol Screenings	166
Lot Testing	28,000
Immunizations	2,504
Lead Testing	18
Dental Screening	425
	$31,113

COUNCIL ON AGING

CAMERON SENIOR CENTER

The Westford Council on Aging is located at the ADA handicap accessible former Cameron School, 20 Pleasant Street, now named the Cameron Senior Center. If you have not had the occasion to visit us, please drop in. We opened our doors in June 1994.

PURPOSE

The Council on Aging (COA) was established on March 11, 1967, pursuant to Chapter 40 Section 8B of Massachusetts General Laws to provide services, advocacy and information to improve the quality of life for all Westford residents who are 60 years of age and older. The COA is appointed by the Board of Selectmen.

MISSION

The mission of the Westford COA is to promote the physical, emotional, and economic well-being of older adults, and to promote their participation in all aspects of community life.

FACILITY

The Cameron Senior Center is a community focal point where older adults come together for services and activities that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the center and community. Cameron is shared by the entire community for the human service needs. The eight classroom facility is supervised, scheduled and maintained by the Director of Elder Services.

TRANSPORTATION

Funding from the town for a COA Van began in January. One hundred and twenty two (122) unduplicated individuals were provided van service during the inaugural year. The Van was on the road 250 days covering 18,129 miles in 1,501 hours. Three hundred and seventy users were provided transportation to 286 medical appointments, 591 nutritional, 173 social, 175 shopping and 1,261 other appointments. The success of the van can be attributed to the following drivers who received the mandated State sensitivity training along with CPR and First Aid. Thank you to the following individuals who stepped forward to operate the van and assist the individuals: Gene Jungbluth, Bob Eickel, Marie St. Gelais, Carolyn Chabot, Aime Gervais, Denise Smith, Carol Turgeon, Janet Kelsey, Joanne Sheehan, Dick Severyn and Marilyn Moran.

STAFFING

The Council on Aging regretfully accepted the resignation of board members Richard McNeil and Willis Buckingham this year. We wish them well in all of their endeavors. Council on Aging Town supported employees are: a full-time Elder Services Director, a half-time Senior Aide and part time Social Worker. Joanne Sheehan completed her sixth full year as Elder Services Director. Livia DeMarino has been our exemplary Senior Aide

for fifteen years and Karen Campbell started with us in July and has made a major impact on assisting elders at risk. The Senior Center has three part-time employees supported by the Town. Gene Salovitch, custodian and maintenance person, has taken Cameron into his capable hands and done an outstanding job. Marjorie Hunter is in her fourth year on our staff as the receptionist. Marjorie is a tremendous asset offering word processing at the senior center along with bank deposits, program registrations, statistic compilation, coordination of various activities at the senior center and assuming Administrative tasks in the Director's absence. Miriam O'Connell joined our team in 1997 as the afternoon receptionist. Miriam, a former volunteer, assists with accounts payable, bus trips, word processing and what ever is asked of her.

Michael Henderson of the Elder Service staff joined us in July as a part-time Senior Aide funded by a federal program , administered by Elder Service of the Merrimack Valley. Gertrude Membrino, an active volunteer, completed her third year at the front desk with general information and referral duties from the Elder Service Corp Volunteer Program.

June Levasseur, resigned her position as the manager at the Nutrition Program and we wish her well in her new job. Janice Black took over as the interim manager for the Merrimack Valley Nutrition Program. Pam Ricard has ably stepped in as the site aide for the meals on wheels and congregate lunch program along with continuing in the position of meals on wheels driver. Richard Bennett is in his second year as the nutrition assistant and performs various tasks for the center, which are funded by an Executive Office of Elder Affairs formula grant. Viola and Dorothy Healy were outstanding meals on wheels drivers for many years and have retired, we wish them well in their retirement. Mary Sudak our senior meals-on wheels driver and continues to do a terrific job.

Michael Henderson is partially funded by an Incentive Grant from the Executive Office of Elder Affairs as a male and minority outreach worker. Karen Campbell's hours are augmented by the newly funded Title III position through the Elder Services of Merrimack. Hazel Evans has continued on as a volunteer providing birthday greetings from the White House to those who have reached their eightieth birthday and every five years thereafter. Mary Jensen remains active with the Cameron Music Makers after our hostess funding was eliminated from EOEA.

Our senior companion program is federally funded by Community Teamwork, Inc. and provides us with the service of Ena Hopkins, Margaret Tebbetts and Millie DeMattia. These ladies are a vital link to the community for the many people they serve. Senior Companions do a fine job visiting and communicating with homebound elders in Westford.

Foster Grandparents provide services to children in the Westford Schools. Our three Foster Grandparents are Irene Diette, Sabina Coleman and Mary Nugent. Irene Sylvian retired from the program after many years of dedicated service and we wish her well. We were saddened to learn of the passing of Foster Grandparent Laurette Simard, who served for several years. Nine elders donated hours to the Retired Senior Volunteer Program,

serving Westford Rehabilitation and Nursing Center, Cameron Senior Center, Chelmsford Senior Center, and the Merrimack Valley Nutrition Program.

SHINE certified volunteer Dorothy Hall and COA Director Joanne Sheehan continue to provide elders with one-on-one counseling specific to Medicare and other health insurance's, which may include filing a claim of appeal, providing referral information, identifying additional public benefit programs on the clients behalf, and directing clients to appropriate agencies. Dorothy is the ultimate in volunteers, who, along with Joanne, do the intake application on all Town of Westford fuel applications and CORI checks on all new employees and volunteers who will be in contact with an elder.

Money Manager Lynne Gill is certified and trained as a volunteer to provide free service to assist low-income elders who are having difficulty writing checks and managing their money. Money managers are bonded and can be used as a bill payer service or representative payee service.

Tax Counseling continues to be provided to the Elders in Westford by the dedicated volunteer Everett Clement and his assistant Al Lehman. Everett and Al are available to assist you during the months of January through April.

The Westford Community Food Pantry, which is housed at the Senior Center, is available to all Westford residents. Food Pantry volunteer Dick Severyn is the new Executive Director. The pantry volunteers also deliver groceries to the Westford homebound. Thanks to the hard work of volunteers Mary Gallant, Patricia Stacey, Grace Basner, Tom Fletcher, Pat Gallo, Linda Maguire, Norman St.Onge, Annette Cerullo, Elwin Bagley, Chuck VanLandeghem, Linda Newhard, Antoinette Cairns, Hazel Evans, Joseph Payne, Cyril Pipan, Chet Sienkiewicz, Sandy Demone, Sharon Boonstra, Kevin McKenna and the Westford Newcomers and Friends. The Kiwanis, along with local businesses and residents, have given tremendous support to the Food Pantry. A Project Bread grant was approved to continue to meet the food pantries increased demand. Thank you to all of the volunteers who pick up and deliver the donated food, along with the staff who continue to pitch in wherever needed. A Project Bread grant has been applied for to continue to service our needs. USDA food has returned to Westford through the efforts of Representative Geoff Hall and is available monthly to the income eligible. We are most grateful for the cooperation of the school department providing the lift truck and the monthly services of Richard Crocker, Raymond Ricard, Kurt Franz and Richard McLaughlin to pick up the food in Lowell for us.

The Council on Aging administers a Senior Tax Work Program for the Selectmen. This program enables a limited number of Westford Seniors to give of their special talents a maximum of 100 volunteer hours to the school or Town and in return they receive a $500 credit on their tax bills. Applications are available at the Cameron Senior Center.

Formula Grant funding from the Executive Office of Elder Affairs has provided us with funds to enhance our nutrition services and postage for our monthly newsletter, along with

the Senior Center Volunteer Coordinator and transportation funds. The Massachusetts Cultural Council funded the entertainment for our annual Gay 90's luncheon, the Valentine Social and cookouts. We have secured a grant from the Cultural Council for next year in the area of Arts and entertainment. A $1 a year lease was continued with the Lowell Regional Transit Authority to provide the Council with a van to transport elderly and disabled. Our collaboration with Elder Services of the Merrimack Valley, Harvard Community Health, and the Chelmsford Senior Center, in the Drive People Happy Program volunteer senior transportation, remains active. Officer Ray Peachy provided the DARE van for emergency back-up transportation.

OUTREACH

One of the primary functions of the COA is to assist elders with problems, questions and difficult situations. The Council has an Elder Services Director , Social Worker, Senior Aides and volunteers who can provide assistance, information and referral services to elders needing help with social security, insurance, housing, public assistance, nutrition, transportation, financial counseling, fuel assistance, etc. Outreach assistance may be obtained by calling or visiting Cameron Senior Center. Home visits may be arranged by appointment. A Cameron Senior Center brochure was published by the Council on Aging in 1998 and is available free of charge to all that request one. The brochure was accomplished through the hard work and efforts of Jim Hunter, Dorothy Hall and Dean Whitney, thank you.

REFERRAL

The Elder Service Director can assist elders and their families in referring them to services offered through the COA. Such referrals can include:

* Home Care Services: to assist older adults to remain in their own home. Eligibility guidelines are based on age, need and financial circumstances. Services include: case management, chores, emergency shelter, homemaker, home health aide, personal care and protective services.
* Adult Day Care: Includes adult day health and social day care.
* Alcohol Treatment
* Alzheimer's Disease
* Suicide Prevention
* Nursing Home Placement
* Hospice Programs
* Parkinson Support Group
* Bereavement Group
* Caregiver Support Group
* Consumer Credit Counseling

HUMAN SERVICES

The following human service programs may be accessed through the Director of Elder Services for the entire community.

* Fuel Assistance
* Food Pantry

* Government Surplus Food
* Holiday Baskets
* Respite and Companion Care
* File of Life
* Medical Equipment Loan
* Money Management
* Pharmacy Assistance
* Eldercare Fund
* Tax Work Program
* Transportation
* Thrift Shop

NUTRITION

The COA sponsors the following programs:

* Congregate Meals: congregate meals are available five days a week at the Cameron Senior Center. The cost is $1.50 per meal, and you must call two days in advance. The number is 692 - 4480 of the Merrimack Valley Nutrition Project.
* Home-Delivered Meals: this program is federally funded to provide hot meals, five days a week, to homebound elder Westford residents. A limited number of weekend frozen meals are available. Donation is $1.50 per meal, call the Senior Center for more information and referral.
* Food Pantry: no requirements to be met to receive food. The sole purpose is to help any family or single person in need. Food Pantry hours for pick up are 3rd Monday 1 - 3:30, 3rd Wednesday and the 3rd Thursday 8:30 - 11:30.
* Holiday food baskets are provided to eligible Seniors through the generous support of St. Catherine's, Westford Police Association and many local businesses, residents, churches and youth groups.
* The Kiwanis hosted two cookouts for Seniors at the Cameron Senior Center
* The Women's Club baked for the Holiday Tea and the Cameron Music Makers under the direction of Ann Bennett entertained along with Ruth Harcovitz with funding provided by the Cultural Council
* Newcomers and Friends baked for the volunteer recognition reception.
* American Legion Post 159 and the Firefighters auxiliary hosted a ham & bean supper at the Franco - American Club, and a cookout at Cameron.
* A cookout was generously hosted by Senator Panagiotakos and State Representative Geoff Hall at Cameron.

HEALTH

The following health services are available to Westford elders:

* Adult Maintenance Clinic: 2nd Tuesday of every month at Roudenbush Community Center.

* File of Life Kits: available from the Senior Center and funded by the Westford Police Association.
* Well Elder Clinic: sponsored by the Lowell Visiting Nurse Association - at elderly housing on the second Wednesday of the month from 2-4 PM and Cameron on the fourth Wednesday of the month 8 - 10 AM.
* Flu and Pneumonia Vaccines: available in the Fall.
* Hearing Tests: available the 2nd Tuesday of every month at Roudenbush.
* Podiatry Clinic: 3rd Wednesday of every other month at Cameron; appointments are necessary.
* Medical Equipment: the Senior Center has available for borrow such items as wheelchairs, walkers, commodes, canes, crutches, hospital beds, etc.
* SHINE counseling
* Geriatric Assessment
* Respite and Companion Care

CAMERON SENIOR CENTER ACTIVITIES

The Senior Center offers the following activities:

* Speakers: guest speakers address topics such as the health care proxy, financial planning, estate planning, homestead act, fitness, etc.
* Activities: bridge, aerobics, bingo, strength training, T'ai Chi, ceramics, crafts, knitting, chorus, pool tables, whist, country line dancing, investment club, train club, painting, library, drop-ins and other similar activities on an on-going basis.
* Instruction is on going in the areas of aerobics, art media, strength training, investments, T'ai chi, and rug hooking. New this year is wood craft and thanks to Veronica Whitehouse, knitting.
* Support Groups: the Center offers support groups and referrals throughout the year in areas such as Money Management, Alzheimer's Disease, Parkinson's, Bereavement and Caregiver Support.
* Trips: the COA supported fourteen trips this year to museums, theaters, casinos and shows along with special events, luncheons, socials, evening hours and such activities as the Walk for Elders.
* Drop-In Center: the Center is open and staffed Monday through Friday from 8 AM to 4 PM for people who care to drop in and visit. Cameron is open for activities on Thursday 6:30 - 9:30 PM., Wednesday evenings for the train club and some Sunday afternoons.
* Senior Citizen identification cards may be picked up at Cameron.
* Thrift and Gift shop is open Monday through Friday 8 - 4.
* Bookmobile
* Tax assistance
* Middlesex train club meets at Cameron every Wednesday, 7:30- 10 PM.
* America on Line

RESPITE AND COMPANION CARE

The respite and companion care program provides supervisory care and attention to isolated and/or convalescent elders to allow families a time of relief from daily routine. The fee is $7 per hour with a maximum of $100 per day. Call 251 - 8491 for more information.

LEGAL SERVICES

The COA can refer you for assistance with legal issues such as consumer protection, evictions, food stamps and other similar problems. Attorney Leslie Madge along with Attorney Kathleen Berlin provide a free private consultation on all matters with Westford seniors bi-monthly at Cameron. For a confidential appointment call 692-5523.

WHIST AT ROUDENBUSH

Roudenbush Community Center offers Whist on Thursday mornings from 9AM to Noon. Whist Parties are held at Cameron on the third Saturday 7 PM , September - June. Cameron is now offering whist on Thursday afternoons starting at12:30, thanks to Pauline Oliver.

GOLDEN AGE CLUB OF WESTFORD

A social and recreational club for elders that meets the last Monday of the month at the Franco American Club. Meetings are held at Cameron during the winter months.

FRIENDS OF THE CAMERON SENIOR CENTER

The Friends of the Cameron Senior Center, Inc. is a non-profit corporation formed to raise funds for our Senior Center in lieu of funds from local or state Government. The Friends purchased furniture for the Cameron Center along with woodworking and pool room supplies for all to enjoy.

LONG RANGE PLANS

The COA completed the rehabilitation of the former Cameron School into a Senior Center. In 1998 a part time Social Worker was hired to perform outreach and the COA. Capital funds were budgeted for reconstruction and repair to the chimney and cupola. A lease was continued with the Lowell Regional Transit Authority (LRTA) and the first Council on Aging van which transports elders and the disabled in Westford was put on the road in January. Thank you to Westford resident William Kavanagh, the town's representative to the LRTA, for his assistance in obtaining the van. Future plans include the Council addressing landscaping, minor exterior and interior senior center enhancements and the Cameron roof.

THANK YOU

The COA remains dedicated to addressing the needs of the elderly in Westford. In addition to the staff the COA would like to thank those individuals who have volunteered their services to the Council on Aging. We would also like to express our thanks publicly to the following Town Departments and Committees along with all the Clubs, Organizations and Businesses for their continued support and cooperation: Fire, Health, Highway, Library, Police, Recreation, Recycling, Roudenbush, Schools, Selectmen,

Town Manager and Water. American Legion Post #159, Scouts, Elks, Franco-American, Veterans Post #6539, Friends of the Cameron Senior Center, Golden Age, Hidden Valley Home and Garden Club, Women's Club, Kiwanis, Lions, LRTA, Newcomers & Friends, Westford Garden and the Cultural Council, St. Catherine's , St. Marks, United Methodist and First Parish Churches, Banks, Representative Geoff Hall and State Senator Steve Panagiotakos. Thank you each and everyone. Without the help of organizations, Town Departments and individuals aforementioned, we would be unable to furnish the many services available to the seniors of Westford.

Respectfully Submitted.
Joanne Sheehan, Elder Services Director

The Council on Aging
Helena M. Crocker, Co-Chairman
Mary E. Smith, Co-Chairman
Judy Bartlett, Vice Chairman
Robert Tierney, Secretary
Eugene Jungbluth
Cecilia Healy
Nancy Oakes

Department of Veteran's Services
Town of Westford
55 Main Street
Westford MA 01886

Joseph H. Greene
Veterans Agent

Mandated by Chapter 115 of the General Laws of the Commonwealth of Massachusetts, the Town of Westford provides services and benefits to veterans and their dependents. For FY 1999, in excess of $10,000 was provided to eligible veterans as authorized by the State Office of the Commissioner of Veteran's Services. As in the past, the contributions of the Selectmen, the Town Manager, and other members of the community are key to the ongoing support of Westford's service veterans. ***However, the key movers and shakers who honor and recognize those who have actively protected our country's freedom are the local American Legion, Veterans of Foreign Wars, and Disabled American Veterans organizations.*** They provide invaluable and complementary support to the Veteran's Services office. We have initiated the first step of a local enrollment process that allows the town to routinely identify and acknowledge those who have served in the Armed Forces The office also offers burial assistance, job programs referral, housing assistance, and food and fuel assistance. We invite all who have questions about veterans and veteran's benefits to stop by town hall for assistance.

WESTFORD HOUSING AUTHORITY
Report to the Town
1998

The Westford Housing Authority (established in 1971) is the local body responsible for the expenditure of State and Federal housing grants. We currently own and manage 48 units of housing for the elderly and disabled at 65 Tadmuck Road, 11 units for elderly and disabled at 7 Cross Street and 14 units for elderly and disabled at 7 Church Street. We also own and manage six units of low income rental family housing. We are currently constructing two homes, to provide housing for eight people with mental illness. Our housing programs are subsidized by the Commonwealth and require no financial contribution from the Town.

The Board of Commissioners of the Housing Authority is made up of four commissioners who are elected by the town and one who is appointed by the Governor. Length of term is five years. In the May town election, Ms. Phyllis Koulouras was reelected to a five year position and Mr. Robert Ferreira was elected to fill the remaining four years of a vacated position.

At the annual restructuring meeting of the Housing Authority Board of Commissioners held in June, 1998, members were elected to the following positions:

Robert Ferreira, Chairperson
Maria Hamer, Vice Chairperson
Phyllis Koulouras, Treasurer
Carol Engel, Asst. Treasurer
Muriel Drake, Member

By the end of 1998, plans and drawings for the construction of two homes for people with mental illness, to be constructed on Line Road, were nearing completion. We hope to break ground for the project in early 1999, which would allow tenants to take up residency in the Fall.

After 6 1/2 years with the Westford Housing Authority, Ms. Marilyn Seymour left to pursue a full time job. The Commissioners and Director would like to publicly acknowledge and thank Ms. Seymour for her many years of loyal service to this agency. In July, Ms. Linda Biro was hired to take her place.

Westford Community Homes, Inc., a non profit housing corporation formed by the Housing Authority, continued its search for a suitable site on which to build an affordable housing complex. By the end of the year the search had been narrowed to two sites. Further studies on these two parcels will be done after the new year.

The Housing Authority submitted an application to The Department of Housing and Community Development (our regulatory and financial agent) for funds to replace the deteriorated siding on the Sargent School in Graniteville. If our application is approved we would begin as soon as possible to correct this unsightly problem that has plagued the building for far too many years.

In early December, the Housing Authority, Westford Community Homes, Inc., Selectmen and Planning Board co-sponsored a forum on affordable housing options for Westford. Over 50 interested residents attended the televised meeting to learn more about the subject and how this much needed housing alternative can be developed in our community. We hope to hold another forum in the spring of 1999 to discuss other aspects of this very important topic.

As we do every year, the Board and Staff of the Housing Authority wish to acknowledge and thank the many individuals, Veterans' groups and service organizations of Westford who have given so much of their time and resources to make the lives of our residents that much more enjoyable. This year we wish to send a special thank you to Mr. Tom Ryan and the students from Nashoba Tech who painted two of our family units and to Mr. Don Kinney, Mr. Jim Antonelli and the students from the Westford Academy community service group who spent two Saturdays at Tadmuck Road repainting rusted and peeling railings. The contributions made by these young men and women are sincerely appreciated.

Respectfully Submitted:

WESTFORD HOUSING AUTHORITY
Robert Ferreira, Chairperson
Maria Hamer, Vice Chairperson/State Appointee
Phyllis Koulouras, Treasurer
Carol Engel, Asst. Treasurer
Muriel Drake, Member
Christine G. Pude, Secretary and Executive Director

Cultural and Recreation

1998 ANNUAL REPORT
J. V. FLETCHER LIBRARY

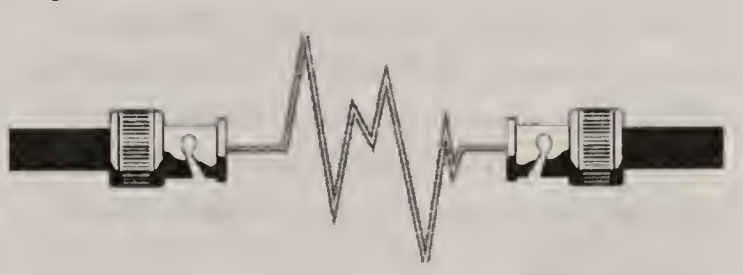
50 Main St. Westford, MA 01886 (978) 692-5555

MINDS FOR THE MILLENIUM

For the J. V. Fletcher Library, 1998 was a year of training, technology, technical treatment of the non-book collections and tantalizing new titles which circulated over a quarter million times to an enthusiastic Westford public! In addition to managing a record circulation of nearly 270,000 items, the Fletcher Library desk staff registered 1,354 new patrons, placed 7,322 holds and scheduled over 1,200 group reservations in our public meeting rooms. With what could only be considered an extremely high baseline in "normal" library services ("normal" meaning maintaining services from the Main Library and Bookmobile; booking three meeting rooms; providing Literacy support; booking the Silent Study and Computer Rooms; multiple juvenile programs per month, etc.), the Fletcher Library continued to see increases across all aspects of service. With what bordered on "millennial fever," the library continues to prepare, automate and streamline for the crush and crowds of the Year 2000.

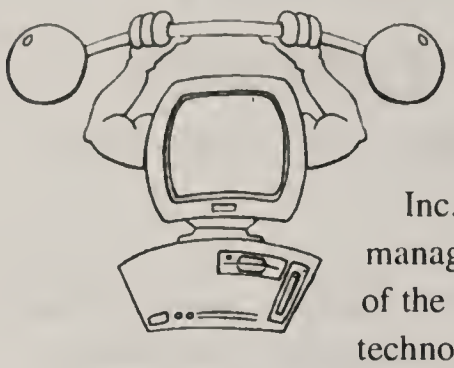
TRAINING...

1998 was a year in which the Fletcher Library saw a "sea change" in library staff with several seasoned and veteran staff retiring or moving on. We said farewell and Happy Retirement to both Annette Ekstrand, Fine Arts Coordinator and veteran staff member Sandra Ryder, who together had logged almost 40 years of service to the J. V. Fletcher Library and Town of Westford. As a consequence (and with the orientation that excellent service depends on excellent training), in-house training and staff development became priorities of the year with all staff participating in a variety of special skills-building seminars. Staff members attended classes on subjects as diverse as "Learning Excel", "Using Netscape in Web Page Design", "Advanced Web Design," "Internet Training," "Preservation Techniques" "Health Reference" and "The Y2K Problem"; all told, staff attended 53 professional workshops across the calendar year and all staff cycled through 15 intense in-service training programs conducted by Library Department Heads.



TECHNOLOGY...

As a part of our "***MINDS FOR THE MILLENIUM***" emphasis, the library administration began planning not only for Y2K technical problems, but for other Y2K issues: a Technology Plan was created and approved by the state; the Fletcher Library staff attended demonstrations of Automated Network vendors with a view to a future network-wide assessment; library telephone service was expanded; a Year 2000 Personnel Organization Chart with future Job Descriptions was created, and during early 1998 director Ellen Rainville served on the Town Pay Plan Classification Study Committee addressing the future exempt personnel classification system for May 1998 Town Meeting approval.

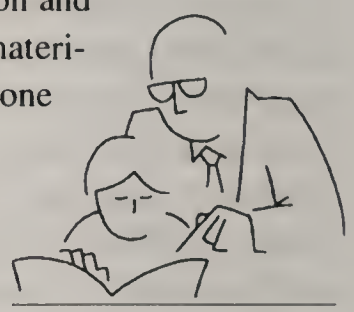


With generous assistance from the Friends of the J. V. Library, Inc., the library has managed to stay abreast of the constant tide of technological change. Our creaky 486 computer in the Wagner Room was replaced with a shiny new Pentium with a full suite of major Office applications. Wiring is nearly complete for the installation of graphical Internet access in every department of the library. Our goal of building an internal LAN for administrative use is in the pilot project phase, with file-sharing, e-mail, and database access already a reality. Patrons may access our card catalog from any Internet terminal (go to http://www.ultranet.com/~varnum/library.htm for details), and, in addition, find a wealth of information searching on-line resources made possible from our network and regional memberships (see http://www.mvlc.org). We are currently exploring the feasibility of expanding our Web-based services by placing Interlibrary Loan, Request for Renewal, and Reference and Research Request forms on our library site.

Using older technologies, Eagle Scout Alan Durand created the library's own "yellow brick road" — access to the Storage Shed built as a former Eagle Scout project in 1993. As well, the library collaborated with other Town Departments in an Energy Conservation grant project to both improve illumination and reduce recurring energy costs.

GRANTSMANSHIP...

Technology has made collection development and collection preservation more feasible as well. In 1998 under an L.S.T.A. federal grant, the library preserved the 1896 Visitor's Register (signed by Jonathan Varnum Fletcher as first "patron" of the library), the *Lowell Citizen's* coverage of the original Library Dedication ceremonies, as well as 130 historic photographs. (The Library Services and Technology Act is a Federal program administered in Massachusetts by the Board of Library Commissioners, the state agency which develops and improves library services throughout the Commonwealth. LSTA funds are appropriated by Congress and the president in order to stimulate excellence in library service and promote access to learning and information resources for all individuals). Preservation entails the deacidification, encapsulation and conservation of historic materials for posterity. Cited as one of many goals in the library's five-year Development Plan crafted in 1993, the library continues to submit annual historic preservation grants to the Massachusetts Board of Library Commissioners.



TECHNICAL IMPROVEMENTS... TANTALIZING NEW COLLECTIONS...

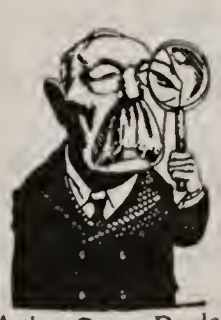
1998 saw the completion of a three-year conversion project to re-catalog and re-package the entire audio-visual collection of the library. Over the course of three years, all videos, Compact Discs and audiobooks were re-treated to insure easier access by patrons and to provide more convenient packaging for use and storage. Considerable work was done on all collections beginning with the data entry record and proceeding through the physical packaging of AV collections. Extensive work was done as well on inventorying and assessing collections – from

the unique Local History collection to juvenile paperbacks. Library professionals worked assiduously to improve, expand and "rejuvenate" circulating collections throughout the year – most notably the Audiobook Collection and the juvenile Paperback collection. Both saw a sizeable injection of new titles, and a one-time infusion of heavy purchasing. The seed of a new service to Home Schoolers began, with the survey of Home Schooling parents in the area, and the promise of a future "Home School Guide" to network and guide these special users. Using the new Collection Development Policy, all areas of the collection were re-examined, with the result that collections are seeing a resurgence in quality, freshness and availability for Westford patrons.

Y2K or (You're Too Kool!)

Westford continues to have "fun" at the library, with the Youth Services Department offering at least one major Friends-sponsored program per month, nestled among an assortment of Storytimes, Fathertimes, Mother Goose Times and quarterly Friends' Booksales! January saw "*Preschool Concerts with Wendy Frank* " as a mid-winter diversion, while February vacation brought the "*Mystery of Queen Lake with the Theater of Life Puppets*." In honor of Women's History Month (and in keeping with recent tradition), March saw "*Molly McIntire's American Girl Tea Party*" complete with historic interpreter to vitalize the 1940's for the young attendees. A "*Purly Gates*" Concert rounded out the month, and was followed by the adult program, "*Walt Whitman Sings the Body Electric*" – an evening of theater in the round with the Poet Himself. During April vacation week, the "*Magic Library*" was the highlight, while May through August saw the busiest Summer Reading Program ever in "*Unlock the Mystery Read*!"

Mirrored by "*Summer Sleuths*" for Young Adults, and accompanied by the first ADULT Summer Reading Program ever, the summer saw 1750 juvenile registrants, 90 adults, and 275 young adults participating in the summer events. In evidence were, "*Sherlotta Holmes and Dr. Watson*," the *Gerwick Puppets*, *High-Touch High Tech* and numerous "mystery themes" to fill out the reading program. Spurred by the enormous and growing response to this program in Westford (the average town has 250 participants in the Summer Reading Program) and a fundamental shift in philosophy reflective of the new "Peaceable Westford," the 1998 program allowed youngsters to set individual goals and removed the competitive emphasis on prizes. New registration, circulation and prize strategies were implemented to handle the overflow crowds and bare bookshelves. With growth continuing to drive Summer Reading Program registration upwards, new strategies will continue to be utilized to accommodate Westford's many readers. "*The Scots Are Coming*!" was the



Arthur Conan Doyle

theme of September, as the Information Services Department hosted trans-Atlantic researchers celebrating the 600th anniversary of the pre-Columbian Prince Henry Sinclair expedition. Lured to Westford by the Westford Knight effigy, hosts of researchers and enthusiasts of all nationalities were assisted by the Reference Department and Volunteer Elizabeth Lane. In late September, the Westford Jewish Community sponsored "*When the World Was New*"– a program of creation stories, folktales and myths in honor of Rosh Hashanah. October brought Joey Talbot's "*Spooky Tales*" as well as Westford's own Jason Connell as "*Presto the Magician*!" Thanksgiving brought a *Turkeytime Drop-in Craft*, while the year ended with the acclaimed musical duo Bates and Ticknell "*Celebrating the Season*."

Magic Circle Programs
"When The World Was New"

TAKING OUR MESSAGE ON THE ROAD...

Professional activity continued on the staff as director Ellen Rainville participated in the NELA (New England Library Association) Mentoring program for new young professionals, moderated a workshop at both the NELA and the MLA conferences, and spoke with Friends' President Harriet Layden at the November MFOL/MLTA (Massachusetts Friends of Library and Massachusetts Library Trustee Association) on "*How to Host a Murder Mystery.*" As Vice-President/President-Elect of the new Northeast Massachusetts Regional Library System, director Rainville chaired the regional Budget and Administration Committee and assumed Presidency of the region in November. Appointed by the Board of Library Commissioners to the Statewide Video Task Force (a nod to the past Public Relations successes of, and awards granted to the J. V. Fletcher Library) and to the Public Library Initiative Task Force on Legislation and Funding, Rainville continued to use local enthusiasm to promote statewide library service enhancement.

AND SAYING THANK YOU...

By far, the most enjoyable professional privilege of the year was the introduction of Representative Geoffrey D. Hall as the Massachusetts Library Association recipient of the "Library Advocacy Award" – a much-deserved honor for his unstinting support of library legislation across the years. An excerpt follows:

"It takes only an examination of Representative Geoffrey Hall's political and public service record to understand why he espouses the cause of libraries in the Commonwealth – he consistently stands for those democratic ideals which our profession holds so dear: equity of access; empowerment of the have-nots (to form a more equitable playing field with the haves) and; improvement and enhancement of the individual through education and information. Representative Hall is that wonderful combination – a professional educator and legislator — who believes in libraries' cause and backs that belief with action. At the local level, this is demonstrated by participation in ground-breakings, Dedications, in scheduling district office hours in libraries, by participation in fund-raisers, Murder Mysteries and celebrations. At the state level, Rep. Geoffrey Hall sponsors, signs on, intercedes, advises, and champions the cause of libraries in the Commonwealth. We would like to thank, and salute you, Representative Hall, for being libraries' voice and voicing our cause."

Thank you again, Representative Hall, for all you do for public libraries and their patrons!

J. V. Fletcher Library Board of Trustees Annual Report

Each year the Library Trustees develop an Action Plan. Considerable progress was made this year on the Plan. Following is a list of accomplishments based on the plan.

- We adopted a policy outlining existing practices regarding Staff, Board, and Volunteer recognition, benefits and acknowledgments. We revised the policy for reference/ILL , videocassette policy, information services policy and procedures, Services to teachers' policy, and Teachers' use of videocassettes. We refined the internet access policy and guidelines to reflect the Mission Statement of the J. V. Fletcher Library, and to function as a complement to the Library collection development policy.

- A new organizational chart was developed to reflect 21st century needs in technology, to meet the rapid growth demands, and to continue and expand community outreach.

- Staff development days were scheduled. Attendance is rotated so that every staff member is offered the opportunity to attend a workshop or seminar. New staff are given development and training sessions as a normal part of job training.

- Several Trustees attended in-service programs sponsored by the Massachusetts Board of Library Commissioners. The joint conference in November for Friends and Trustees was attended by Ellen Rainville, the Director, Harriet Layden FOL President, and Veronica Whitehouse, Trustee Chair. Harriet and Ellen conducted the seminar on Murder Mysteries at the conference.

- The body work scheduled for the bookmobile was put on hold when the heat pump needed repairs that would affect its air conditioning capacity. The need for a new larger bookmobile was considered. Even the possibility of renting a bookmobile was explored, but there are no bookmobiles available for lease.

- The EMRLS sent a consultant to do a space assessment and walk-through of the facility, the results of which were shared with the Town Manager. Ongoing work on the facility will remain in the Action Plan.

- The archival collection preservation made considerable progress through the receipt of an LSTA Preservation Program grant for the acquisition of Museum-quality storage and archival supplies. Cataloguing and inventorying will continue until all materials are catalogued, scanned, preserved and/or digitized. A quote has been obtained for adding humidification to the entire HVAC system. Humidification will prolong the life of all collection materials, but especially the historic collection.

- The Library Web site is expanding and will continue to do so. Graphical internet access is currently available.

- Currently hours of service are in a maintenance mode, while the library administration and staff assess procedures and program offerings for efficiency.

- The Trustees awarded scholarships under the Ellen Downey Rainville Continuing Education Fund to Joanne Willis and Connie Mead.

- Trust accounts paid extraordinary expenses for landscaping, signage, and preservation storage. When the Link to Literacy stopped its support to Westford, Trust funds were

used as a special gift to support a Library-Based Literacy group. We thank Dick Kenyon for his resolve to continue the literacy group in Westford. We applaud his expertise, time, and effort in training new volunteers, supporting continuing volunteers, and providing tutoring personally. A thank you is also extended to all the volunteers in the literacy group.

Lucien Pepin, Denis Watson, and William Anderson are volunteers participating at the Library under the Senior Citizen Tax Work Program. The Trustees presented awards to Woodhams, Houghton, and Mack for volunteering over 200 hours each in the Library during 1998. Also awards were presented to Pepin, Anderson, Watson, Cohen, and Lane for volunteering over 100 hours each in 1998. All 25 + departmental volunteers and shelfreaders were recognized for amassing 2405 hours of volunteer service.

A big Thank You goes to the Friends of the J. V. Fletcher Library for conducting 4 booksales a year along with a membership drive, which provides public relations and funding for :

- museum passes
- summer reading programs
- holiday programs
- popular videos and rental books
- equipment
- computers and furnishings
- computer room.

As requested services increase (an average of 160 new patrons are registered each month) we recognize, appreciate, and thank the staff for program innovations and excellent service.

Mohammed Malik retired from the Board of Trustees in May after serving as chairperson for 4 years. Thank you for your dedication to the Board. In May, Sam Frank joined the Board.

We had the honor of recognizing 3 staff members for 10 years of service.

- Linda Schreiber
- Suzette Jefferson
- Judy Heron

Respectfully submitted by,
Veronica Whitehouse, Chairperson,
Sam Frank,
James Gozzo,
Doris Hathaway, Treasurer,
Paul Royte,
Charles Swanson, Secretary.

Circulation — Fiscal 1998

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. Total
Adult Books	5777	4810	5036	5080	4633	4441	5734	5258	6550	5811	5291	6541	64962
Adult Magazines	590	465	476	492	466	521	613	603	722	589	588	574	6699
Compact Discs	832	700	879	1020	995	1124	1338	974	1162	971	936	1050	11981
Adult Videocassettes	1897	1767	1715	1804	1816	1657	2320	2031	2154	1773	1492	1867	22293
Cassettes	829	662	750	803	708	649	751	754	873	877	722	899	9277
Misc. A/V	2	3	3	1	6	4	3	1	0	0	6	11	40
Museum Passes	72	45	72	93	58	62	91	100	99	116	82	109	999
Juv. Books	16645	9634	9657	10470	9297	6600	10313	9448	9773	8789	7633	12323	120582
Juv. Magazines	197	143	119	169	157	130	149	118	110	116	73	78	1559
Juv. Videocassettes	1741	1447	1403	1477	1485	1355	1898	1663	1782	1587	1242	1702	18782
Juv. Non-Book	58	80	75	82	84	68	74	80	84	82	45	74	886
Juv. Rec/Cassette	330	221	219	210	177	179	216	238	231	239	188	314	2762
Van Adult	163	270	227	321	184	140	171	301	230	209	304	313	2833
Van Juvenile	821	728	954	1286	736	674	838	624	1028	673	1118	878	9480
Transfers IN	412	263	404	400	348	297	412	423	447	418	335	314	4159
Transfers OUT	173	199	253	218	147	160	234	179	242	215	203	169	2392
System Wide Holds	38	18	27	37	45	20	38	32	38	40	40	47	420
Placeaholds	858	597	590	581	532	455	708	649	622	593	559	578	7322
Registrations	141	133	144	127	77	73	133	97	115	128	94	92	1354
Reciprocal	2295	1800	1876	2056	1915	1903	2571	2272	2524	2522	2040	2298	26072
Renewals	992	742	725	917	614	730	823	740	780	881	805	735	9484
In-House Cards (1898)	258	209	231	262	207	184	389	263	363	255	267	262	3150
Out of State (1964,66)	30	27	11	16	15	47	16	51	35	41	22	49	360
Subtotal ——>	28970	19977	20404	21701	19882	16790	23500	21268	23540	20950	18298	25542	260822
% Reciprocal	7.93%	9.01%	9.20%	9.48%	9.63%	11.21%	10.95%	10.69%	10.74%	12.05%	11.16%	8.99%	10.09%
MVLC Subtotal	28953	19977	20391	21690	19882	16970	23485	21253	23505	20923	18283	25548	260860
Total ————>	29696	20766	21354	23046	20595	17420	24120	21915	24435	21577	19453	26471	269985
Previous Year:	26612	20837	19938	21355	20031	16140	22357	22237	22551	21687	20747	25417	259909
Percent Change:	10.4%	-0.3%	6.6%	7.3%	2.7%	7.3%	7.3%	-1.5%	7.7%	-0.5%	-6.7%	4.0%	3.7%
Room Reservations	90	86	90	91	91	104	119	103	125	132	130	74	1235
Days Open	22	21	25	26	21.75	24	29	27	31	28	25	26	305.75
Hours Open	221	196	231	235	198.25	227	220	209	242	231	220	242	2672.25
Ch. Prog. Attend.	2029	2946	145	640	566	355	480	468	294	715	185	3070	11893
Programs Offered	21	7	4	24	21	5	6	14	6	4	5	5	122
Computer Rm Hours	152	116	119	110	100	97	63	73	81	66	46	45	1068
Av. Circ. Per Day	1350	989	854	886	947	726	832	812	788	771	778	1018	883

LIBRARYOPERATING BUDGET FY98 **ACCT.: 6100.40**
QUARTERLY REPORT DATED: 7/13/98
THROUGH SALARY WARRANT 98-54 (6/30/98)

ORG	DESCRIPTION	APPROPRIATED	EXPENDED	BALANCE
55137	Director	$52,345.95	$52,345.95	$0.00
55138	Asst. Director	$38,018.96	$38,240.51	($221.55)
55139	Senior Librarian	$134,091.23	$127,340.53	$6,750.70
51140	Asst. Librarian	$256,614.00	$249,139.75	$7,474.25
51141	Pages	$16,329.00	$16,448.77	($119.77)
51148	Clerical	$28,385.00	$28,386.84	($1.84)
51149	Custodian	$29,272.00	$31,943.21	($2,671.21)
	Salary Sub-total:	**$555,056.14**	**$543,845.56**	**$11,210.58**
THROUGH OPERATING WARRANT 98-54 (7/15/98)				
52005	Growth Enhancements	$6,800.00	$6,910.14	($110.14)
51700	Uniform Allowance	$1,560.00	$1,280.00	$280.00
52006	Instate Mileage	$1,030.00	$1,414.01	($384.01)
52009	Books & Subscriptions	$112,230.00	$108,348.42	$3,881.58
52011	Printing & Publicity	$2,500.00	$3,662.04	($1,162.04)
52016	Supplies	$9,400.00	$10,651.31	($1,251.31)
52019	Postal Costs	$3,775.00	$5,008.00	($1,233.00)
52026	Book Binding	$200.00	$70.00	$130.00
52065	Facility/Equip. Maintenance	$12,510.00	$17,308.67	($4,798.67)
52032	Telephone & Telecomm.	$1,810.00	$2,200.89	($390.89)
52062	Electricity	$24,000.00	$24,242.87	($242.87)
52063	Fuel/Gas	$13,500.00	$12,429.51	$1,070.49
52064	Water	$615.00	$559.16	$55.84
52066	Janitorial Supplies	$4,900.00	$4,010.61	$889.39
52082	Gasoline	$500.00	$388.06	$111.94
52149	MVLC/Computers	$28,926.00	$28,326.00	$600.00
52151	Bonds	$375.00	$414.00	($39.00)
	Operating Sub-total:	**$224,631.00**	**$227,223.69**	**($2,592.69)**
	TOTAL:	**$779,687.14**		
	DEPOSITS:	**$2,596.26**		
	ADJUSTED TOTAL:	**$782,283.40**		
	UNEXPENDED BALANCE:	**$3.57**		

CAPITAL ACCOUNTS:

Masonry/Sills/Chimney	$10,300.00	$10,300.00
Cement Pad	$5,500.00	$5,500.00

J. V. FLETCHER LIBRARY EXPENDITURES BY CLASS, FY98
SUMMARY SHEET OF ALL FUNDS:

Library Trustee Fund, #672	$2,703.91
All Purpose Trust Fund, #673	$2,107.07
Library Book Fund, #674	$17.95
Lecture Trust Fund, #675	$1,991.79
J. V. Fletcher Library, #676	$10,805.59
E.D. Rainville Cont. Educ., #677	$739.00
TOTAL:	$18,365.31

RECREATION COMMISSION

The Recreation Department is pleased to report the number of programs that recreation has offered in 1998-1999 is rapidly growing.

In the past year, the Recreation Department has added several new programs to their agenda. The commission would like to thank all of the volunteer coaches and parents for their continued support and time they have given to the youth of Westford.

The Recreation Commission is comprised of Westford residents who volunteer their time and spend many hours in the course of a year making sure the residents have quality Recreation programs and facilities that meet the growing needs of our community. I would like to take this opportunity to thank them for their continued support and dedication to the youth and residents of Westford.

YOUTH RECREATION PROGRAMS

Baseball - Baseball continued to grow significantly during 1998. The fields saw heavy action from the spring through the fall. The Girls softball Programs is the fastest growing segment, followed by the T-ball Programs. To date Westford Youth Baseball and softball has 1,200 children for participation this season.

Basketball - The 1998 - 1999 Basketball program was again very successful with over 1,500 youngsters participating in six programs: 3rd grade instructional; 4th &5th grade boys and girls; 6th - 8th grade boys and girls, and High School boys. The leagues ran from December to March.

One new basketball court will be completed this spring at Greystone Estates thanks to Butch Tradewick at no cost to the town. In the spring, one court at the Cameron Senior Center will receive resurfacing.

Pop Warner Football - Westford completed its 26th year in the Central Mass. Football Conference. The session runs from August to November. The football players went to a Holy Cross-vs. Villanova game. This year the program continued with a major increase in growth. Participants averaged 200 boys and girls ages 7 - 13, combined.

The Abbot field has been refurbished and by August, the field will have lights.

The Cheerleaders competed in the Central Mass. Cheerleading competition in October. The season culminated with the Annual Awards Banquet where trophies were awarded to all the boys and girls who participated in the program. Academic awards were presented to the boys and girls who attained honor roll status.

The football players, cheerleaders and coaches thank all the parents and volunteers and the Westford Recreation Commission for their continued support.

Westford Youth Soccer - This past year WYSA saw over 2,000 Westford youngsters playing soccer. The intramural leagues of the program had more teams and more players than ever before. The same can be said for the travel teams, which had a record number of participants in both the spring and fall. Children as young as 5 years old had the opportunity to play in the micro-soccer program.

Day Camp - A very successful six-week day camp program was provided for the ninth year in Westford. Over 450 youths aged 5 - 12 experienced a full summer with many activities for them to take part in and enjoy at the Nabnasset School. Camp met rain or shine, Monday through Friday 8:00 AM - 2:30 PM. The program included daily arts and crafts, Music Theater, sports and games activities, optional swim lessons, special events and weekly field trips. The Carnival held at Nabnasset was a highlight. Included in the fee are a tee shirt, lunch bag, daily treats and cookouts.

Track & Field - This ever-popular summer program for ages 7 - 14 continued to thrive with over 300 children. The children participate in short and long distance running events, field events and intramural competitions. Track and Field met at the Westford Academy track on Tuesday and Thursday evenings. A tee shirt is provided to each participant.

Beaches - Forge Pond and Edward's Beach operated seven days a week from, 9:00 AM - 5:00 PM, with certified lifeguards. The beach season was from June 20 through August 23. The swim instruction program had over 200 youngsters, plus individuals from Day Camp, enrolled in lessons that included Water Orientation for 3 - 5 years olds.

Over 3,000 residents purchased beach tags and guest passes. All lifeguards are certified and trained in CPR and First Aid. The majority of lifeguards are Westford residents. Over 350 passes to Senior Citizens were given out for beach use.

Each beach has full concession stands to service the residents while providing summer employment for many people. Both beaches met ADA requirements.

Kids Club Too After School Program - Recreation opened the Kids Club Too after school program in October at the Nabnasset School for children in grade kindergarten through eight. New children have been joining the program weekly. The children participate in a variety of activities each day, including organized sports, arts and crafts, homework, project and game time.

Winter Ski Program – The Recreation department offered ski and snowboard lessons through the Nashoba Valley Ski Area. A six-week program for beginners through advanced levels was available Monday through Sunday throughout the day and evening.

Tennis Lessons - The tennis program was a great success and has grown to over 150 children and adult tennis players. Lessons are held at the Whitney courts. Director Donna Holmes

ADULT RECREATION PROGRAMS

Adult Recreation - All Adult Recreation programs are completely self-sustaining with all costs borne by participants and sponsors except for the facilities provided by the WRC and the School Department.

Women's Volleyball - This group played on Tuesday nights at the Abbot School gym. This is a non-structured group and is composed of 75 women of all ages who live or work in Westford. Director is Rita Norender.

Men's Volleyball - This group played on Friday nights at the Abbot School gym. This is a non-structured group and is composed of 50 men of all ages who live or work in Westford. Director is Robert Boisvert.

Aerobic Exercise - One group meets on Tuesday and Thursday evenings at the Nabnasset School gym for ages 16 yrs and up. Director Kathy Walsh

Aerobic Exercise - A group for the "average" women meets at a variety of times throughout the week, at a local studio, year round. Director Pat Donahue.

Other Offerings - The Recreation Department is pleased to provide the following programs: adult men and women golf lessons; adult private/group tennis lessons, canoe trips, and white water rafting trips. A variety of family trips have been added; Halloween trip to Salem, Newport RI Yuletide trip, Smuggler's Notch Ski trip, Circus at the Centrum and much more.

COMMUNITY PROGRAMS

Apple Blossom 98 Family Fun Run/Walk - This annual event took place in May 1998. The course covered the 1.7 miles from Westford Academy up Main Street to a welcomed finish at the Library. This year there were over 200 participants who received a free tee shirt and everyone broke the tape at the finish. Special thanks to all the sponsors that helped.

Halloween Parade - Westford's 4th annual Halloween Parade was held the last Sunday in October before Halloween. This year the parade expanded with over 2,500 participants. The parade began at Westford Common and ended at the Roudenbush Community Center. All participants enjoyed refreshments and each family received a Halloween treat... Thanks to all who helped.

Santa Letters - This year Westford Recreation sent out over 200 Santa Letters. Anyone interested in this free program should let the Recreation Department know in November.

Egg Hunt - The annual Spring Egg Hunt was held at Abbot School. There were over 600 participants. The areas were sectioned off by age with every child receiving prizes in each egg.

The Recreation Department is poised for continued growth. Our mission is to provide passive and active recreational programs and activities that promote the family and community. The partnership between local businesses, volunteers and the Recreation department has continued into this year, for the purpose of ensuring that we meet out goals into the future. Recreation is an important element in the fabric of our community and the quality of life for citizens of all ages.

The Westford Recreation commission is enthusiastic about the future of the Westford Recreation Department and looks forward to working with the community. We welcome any suggestions and are open for new ideas and programs. Anyone interested may attend these meetings at any time on the 1st Monday of each month at 7:00 P.M.

Respectfully Submitted,

Rose MCGRATH Thoman, Program Director

Recreation Commission
Robert Welch, Chairman
Beth Ahern
Kurt Ebert
Kim Healy
Mark Hermann
Sheila Hulings
Sarah Ledder
Tom McEnaney
Michael Perron
Glen Townsend

Roudenbush Community Center

Continued Service to Westford

***C**elebrating and Preserving Westford's History……...*

Last year, the Roudenbush Community Center celebrated the 100th Birthday of the Westford Academy building at 65 Main St. Frost School which today houses the Roudenbush Children's Center at 73 Main St. celebrated its' 90th Birthday.

The Roudenbush Community Center is also committed to preserving and protecting the buildings under its care and custody. Since 1990, over $850,000 has been spent on repairing, improving, and maintaining our three historic buildings which are Main St., Frost & Old Nab. This money came from the Community Center and the Roudenbush Associates, at no expense to the town.

The Gordon Seavey Fund was setup at the Roudenbush Community Center in 1998 to celebrate the life of Gordon Seavey. The fund will make it possible to do special projects over the years.

***A**nd we are still growing in spirit, service, and numbers!*

The Roudenbush Community Center was established to enrich the lives of Westford residents including adults, children and seniors by offering programs and services in the areas of education, entertainment, health and the arts at the lowest possible cost to the taxpayers.

The Center continues to grow with the town. More and more people have taken advantage of Roudenbush programs over the year. Over 900 programs were offered during the past year with over 8000 adults and children participated in our programs these programs including Community Education, gymnastics, preschool and daycare. Of the 8000 participates 87% were from Westford.

The Roudenbush Community Center was the Lead Agency for a MA. Department of Education Community Partnership Grant for 1998. The Westford Community Partnership (W.C.P.) program exists to provide affordable child -care to working families with preschool children (ages 3-5) in Westford. The Roudenbush Children's Center Daycare Preschool at Frost, Children's Center Preschool at Main and Nab. are members of the Westford Community Partnership along with other preschools in Westford.

The Roudenbush Children's Center Preschool at Main St. and Old Nab continues to flourish under the direction of Diane Nutt. The dedicated teachers and staff continue to make the centers warm, exciting, and inviting for the younger children. Over 400 children were serviced by the two centers over past year.

The Roudenbush Children's Center at Frost is holding up beautifully, despite it's 90 years..... or perhaps because of.... being filled to capacity every working day. The Roudenbush Children's Center at Frost services over 200 families yearly. Our partnership with the First Parish Church remains a success and provides care for over 56 families. Who use that site under our before/after school Kindergarten program.

In June1998, Vivian Norton retired as the Director of Roudenbush Children's Center at Frost. We thank her for 10 years of dedication and commitment to the families and staff at Frost and Parish. A special thank you to Diane Nutt who acted as Interim Director during the summer until Stephanie Mangione was hired as the new Roudenbush Children's Center at Frost Director in August, 1998. We appreciate all the staff who care for the children daily at both Frost and Parish.

We're proud of our staff

Roudenbush is blessed with people who take pride in this work. Not only Roudenbush Director, Patti Mason, but the teachers, custodians, department heads, office staffs, and volunteers. Time is the most precious gift and Roudenbush is rich in workers and volunteers who work hard to make Roudenbush the success it is.

What would we do without the Roudenbush Associates?

The mission of the Associates is simple: to raise funds for and public awareness of the Roudenbush Community Center. During the summer and fall the Roudenbush Associates full filled their mission to start the landscaping projects at all three Roudenbush locations. This project was funded from the 1997 Roudenbush Auction proceeds. Thank you to the Associates for their continued support of the Center including, landscaping project; the Scholarship funds; funding the laminating machines for each building; and for funding the learning center and children's loft area at the Roudenbush Children's Center at Frost.

Roudenbush Associates

Board of Directors:

Chris Dwyer, President, Recording Secretary
Ann Demeranville, Vice President
Ellen Harde, Treasurer
Andrew Kusmin, Susan Hamalainen,Patty Cooke

What does the Roudenbush Committee do anyway?

This 15-member committee is responsible for setting policy and, in its TRCCI role, is the fiscal agent of Roudenbush. The Committee is divided into 3 subcommittees, Building and Grounds, Personnel and Finance. These subcommittees do the lion's share of the work. The subcommittees make recommendations to the Roudenbush Committee for review and vote. The RCCC meeting takes place the 4th Tuesday of every month... all are welcome.

Respectfully submitted,
Karen Benway, Chairperson
Denny Wood, Vice Chairperson
Peg Blanchard, Secretary, TRCCI
Jayne Stafstrom, Treasurer, TRCCI
Tim Butler
Maria Congleton
Angela Harkness
Charlotte Scott
Beth Cohan
Karen Basinas
Nancy DiMaggio
Bob Waskiewicz
Jim Passios

Roudenbush Children's Center at Nab.

Roudenbush Children's Center at Frost

Westford Historical Commission

The Westford Historical Commission summarizes 1998 as a unique, progressive and bountiful year. Initiatives included completing the Westford Center Historic District listing on the National Register of Historic Places, passing the Demolition Delay By-law, working with the New Police Facility Building Committee on the exterior siding, and supporting the Historical Society's purchase of the Parish Hall.

National Register of Historic Places: The Westford Center Historic District was officially added to the National Register of Historic Places on August 28, 1998 by the Department of Interiors, Parks and Services Office, Washington, D.C.

The listing on the Historic Register was a highlight for the Commission. It means Westford Center's contribution to American history is documented. The listing also creates opportunity for the district to be eligible for various federal and state grants for preservation projects. Owners of income-producing properties may now apply for a 20% federal tax credit on substantial and appropriate rehabilitation work.

Listing Graniteville on the National Register is the Commission's next priority, and Sanford Johnson, a preservation consultant, has been contracted to begin research.

The Commission anticipates the nomination shall be ready to be filed with the Massachusetts Historical Commission in May 1999.

The Commission plans to complete and file the Forge Village nomination in fiscal year 2000.

Demolition Delay By-law: The May 1998 Town Meeting voted by a majority vote to institute a Demolition Delay By-law. This by-law gives the Historical Commission the opportunity to review a total demolition permit filed with the Building Department on structures built prior to 1921. If the Historical Commission determines a structure is historically significant, the by-law allows a six-month period to work with the property owner to seek alternative ways to avoid demolition.

Membership Changes: The Commission regretfully accepted the resignation of long-time member and newly elected selectman, Robert Jefferies. The Commission also regrets the resignation of Commissioner Marilyn Day, who relocated to Arizona.

Newly appointed member Madonna McKenzie was welcomed to the Board. Madonna most recently served the community as a selectwoman, and in the past served on the Museum Board.

In Summary: The year was a full and productive one for the Historical Commission. We are grateful to all of those who helped along the way.

Respectfully Submitted,

Ken Tebbetts, Chair
Jane Hinckley, Vice Chair
Sally Benedict, Treasurer
Betty Hook
Madonna McKenzie
Roland Pendlebury

Westford Center becomes Historic District!

ANNUAL TOWN REPORT 1998 – TOWN OF WESTFORD

Westford Historical Society, Inc.

1998 saw the Historical Society build on the achievements of previous years and explore new territories. Successes were attributable to the dedication of long-time supporters and new partners.

Highlights: The first meeting of the Historical Society was held on November 20th, 1958. The fortieth anniversary of this auspicious occasion was marked on December 3rd 1998 by a celebratory dinner for Charter Members.

Less than two weeks later, on December 15th, the Society embarked upon a new chapter with the purchase of the Parish Hall from the First Parish Church United. The Parish Hall Preservation Committee, an arm of the Society, is now raising funds for the renovation of the Hall as a cultural arts center.

Exhibits: The generosity of donors and hard work of staff and volunteers meant several revised and new exhibits could be staged in 1998, the largest of which was the Rug-hooking exhibit. Porcelain and paper dolls graced our display cases for a time. A new weights and measures exhibit is now part of the museum's permanent collection. The fire-house display was significantly revamped, and Westford's servicemen and women are remembered with a new roll of honor.

The Academy's Museum Club, under the leadership of Dr Jim Bogue, helped with the Academy exhibit. The Club's work on Academy artifacts and photographs is being financed by a grant from the Westford Academy Trustees, for which we thank them.

Accessioned Items: A record number of items were accessioned into the museum's collection, laying the foundation for future exhibits. These items include historically significant photographs, property deeds, books, artifacts from the Spanish –American war and Westford's mill era.

Development Programs: The Society expanded its work with Abbot and Day School groups to augment their work in the Social Studies curriculum. In addition to working on the Academy artifacts, the Museum Club acted as docents for the school visits and developed data-bases of accessioned items and worked on the web-site. Westford Brownies and a party from Nashua, NH, also paid the museum a visit.

Events: The Society's lecture program continued to enthrall visitors, with presentations on archaeological findings, renovating old buildings, artistic designs on Westford gravestones, the Gould/Pickings estate, and a book signing by Marilyn Day.

The second sell-out folk concert series began in September, with local singer-guitarist Claude Galinsky. Other Westford artists who performed last year were Laurel Martin (three times!), those who preformed at the Open Stage in May, and resident band First Amendment.

Local artisans demonstrated their crafts throughout the summer in the Historical Handicrafts series. The second annual Barn and Attic Sale was a hit with spring cleaners and bargain hunters alike. Two Heritage Album Workshops were held to help scrapbook enthusiasts display their

historical photographs. Poe Day was marked once again, with an evening of readings and romance. The Holiday Season was celebrated with music and merriment in December.

The museum was pleased to host historically significant events for outside organizations. The D.A.R staged their annual awards ceremony. Members of clans Gunn and Sinclair discussed "The Quest for Truth on the Westford Knight" as part of the Knight's 600th anniversary celebrations, and the Westford Conservation Trust held their annual meeting.

Facility Upgrades: There were many improvements to the interior and exterior of the museum building and cottage. The cupola was replaced, exterior and interior walls painted, the yard landscaped, and a wheelchair ramp installed to make the first floor of the museum more accessible. The first floor was revamped so that more exhibits could be incorporated, and storage facilities in the cottage were improved.

Membership Changes: In April, the Society regretfully accepted the resignation of the museum curator of the previous four years, Maureen Raia. In addition to her wonderful exhibits, Maureen was instrumental in the establishment of the children's workshops and creation of the Academy's Museum Club.

We were delighted when, in July, Academy alumnus Andy Norander accepted the position of Museum Director to oversee exhibits and programs.

At the annual meeting in June, Eva DeForge and Alex Belida were awarded life-memberships of the Society in recognition of their commitment to getting the Museum up and running and their continued support.

Old Friends, New Partners: In June, the Society was honored to accept a donation of $3,000 from Westford Newcomers & Friends, whose 97/98 fund-raising focus, Preserving Westford, nominated the Society as its main beneficiary. Also in June, the Society staged an exhibit at the Westford Nursing and Rehabilitation Center to celebrate its fiftieth year,

Graniteville Pride presented the Society and Historical Commission with a beautiful hand-stenciled barrel in recognition of their joint assistance with historical records and the cleanup of the Mill Pond.

The Society's website was updated and improved with the able assistance and accommodation of Jim Lacey of Jamar Associates, Nathan Gilbert of the Museum Club, and Tony Janeczek of the Westford Home Page Committee. Readers of the Westford Eagle were entertained throughout the year with a quiz series, Remember When, devised by Bob Perkins, and the Society helped sort and preserve historically valuable documents at the Town Hall.

In Summary:

To all those who helped in any way with the achievements listed above, we thank you. If we omitted to acknowledge a project or partnership in this report, we apologize unreservedly; and, as in all our undertakings, we will work towards a higher standard for next year.

Respectfully Submitted,

Board of Directors:

Ken Tebbetts *President*

Jane Hinckley *Vice President*
Jackie Young *Secretary*
Mike Harde *Treasurer*
Andrew Norander *Museum Director*
Marion Thompson *Accessions Director*
Rachel Webb *Publicity Director*
Elwin Bagley *Overseer*
Janice Black *Resource Director*
Connie English *Horticulture Director*
Jeanne Fallier *Arts & Crafts Director*
Lloyd Blanchard
Eva DeForge

Left to Right - seated, Jeanne Fuller and Marion Thompson. Standing - Museum Curator Andy Norander, Elwin Bagley, Lloyd Blanchard, Jackie Young, Rachel Webb, Vice President Jane Hinckley, President Ken Tebbetts, and Connie English.

THE PARKERVILLE SCHOOLHOUSE COMMITTEE

The Parkerville Schoolhouse Committee's main focus continues to be its living history program for Westford and area students to experience a typical school day of the turn - of - the twentieth century, as well as a meeting place for local organizations and private parties.

Among this year's projects was the power - washing, scraping and painting of the building. Also, the school yard was stripped of old roots and poison ivy, received new loam and was seeded with grass. Flower and other plantings are scheduled for this spring.

The historical collection continued to grow. A third archival scrapbook is underway. Inkwells and a pump for the well have been secured. Third grade classes are raising money for a schoolhouse clock.

Under the auspices of the Friends of the Parkerville Schoolhouse, Inc., a town - wide mailing was conducted in October, and a grant was again received from the Harpley Foundation. Although the town owns and insures this building, all projects at the schoolhouse are done at no cost to the town.

1998 was a banner year. Nine of the fifteen third grade classes participated in the "Old School Day" visit to the one - room Parkerville Schoolhouse in the spring. The program was extremely successful; all sixteen third grade classes have signed up for the program this spring. Jennie Johnson and June Kennedy have offered their services for the curriculum. Area towns have expressed interest in the living history program. Also, an Open House at Parkerville again launched American Education Week for the Westford Schools in November.

Meetings, showers, birthday and holiday parties were held during the year. As a community service project, Westford Academy student, Christina Simpson gives computer time to the Board of Directors.

There are tables and chairs to accommodate fifty people. The rent is reasonable. Townspeople are invited to call the Plaisteds at 692 - 7294 to reserve the building.

The combined meetings of the Parkerville Schoolhouse Committee and Friends are held at the schoolhouse on the second Thursday of the month at 7:30 p.m.. Friends serving on the Board of Directors are Heidi Hatke, Erik Ledder, and John Wilder.

Respectfully Submitted,

THE PARKERVILLE SCHOOLHOUSE COMMITTEE:

Jennie Johnson, President	Roger Plaisted
June Kennedy	Mary Jane Plaisted

Elections, Town Meetings, and Statistics

WESTFORD TOWN ELECTION
MAY 5, 1998

	PR. 1	PR. 2	PR. 3	PR. 4	PR. 5	TOTAL
TOTAL VOTE	1005	1060	1098	1202	738	5103
BOARD OF SELECTMEN						
Blanks	224	190	270	193	177	1054
John E. Wrobel, Jr. **	596	469	519	669	329	2582
Francis Gower	254	492	404	411	317	1878
Robert Jefferies **	587	396	504	585	272	2344
David A. Keele	343	567	496	542	378	2326
Write Ins	6	6	3	4	3	22
SCHOOL COMMITTEE						
Blanks	375	430	446	409	292	1952
Susan M. Flint **	696	617	707	816	420	3256
Teresa A. Herrick **	584	595	618	698	393	2888
Donald E. Whitehouse	351	471	421	474	366	2083
Write Ins	4	7	4	7	5	27
PLANNING BOARD						
Blanks	247	234	276	219	158	1134
Peter S. Fletcher **	751	815	813	970	574	3923
Write Ins	7	11	9	13	6	46
BOARD OF HEALTH						
Blanks	536	500	581	589	362	2568
Louis E. Ashley **	647	662	655	758	404	3126
Anthony P. Gemmellaro **	563	635	634	712	462	3006
Zac A. Cataldo	261	318	323	341	247	1490
Write Ins	3	5	3	4	1	16
LIBRARY TRUSTEE						
Blanks	607	665	734	726	460	3192
Paul J. Royte **	733	756	759	894	532	3674
Samuel L. Frank **	663	694	696	779	479	3311
Write Ins	7	5	7	5	5	29
HOUSING AUTHORITY						
Blanks	288	293	333	303	210	1427
Phyllis Koularas **	715	762	759	894	524	3654
Write Ins	2	5	6	5	4	22
HOUSING AUTHORITY (4 yrs)						
Blanks	295	278	339	306	209	1427
Robert J. Ferreira	704	774	754	890	527	3649
Write Ins	6	8	5	6	2	27

QUESTION # 1

Shall the Town of Westford be allowed to assess an additional Six Hundred Ninety Tow Thousand and Seventy Six Dollars ($692,076) in real estate and personal property taxes for the purpose of expanding the operating budget of the Westford School Department for the fiscal year beginning July first, nineteen hundred and ninety eight; said additional funds to be exempt from the provisions of proposition two and one-half, so-called?

Blanks	12	12	15	28	6	73
Yes **	615	458	533	653	297	2556
No	378	590	550	521	435	2474

QUESTION # 2

Shall the Town of Westford be allowd to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued in order to provide for the design, engineering, construction, reconstruction, extraordinary repairs, related site development, original equipping and furnishing of an new Fire Substation, an expanded Highway Garage facility, new classroom space at the Day School, and the conversion of current school space to classrooms at the Abbot School?

Blanks	12	12	14	32	8	78
Yes **	602	479	519	650	311	2561
No	391	569	565	520	419	2464

** Elected

TOWN OF WESTFORD
STATE PRIMARY - SEPTEMBER 15, 1998

	PREC. 1	PREC. 2	PREC. 3	PREC. 4	PREC. 5	TOTAL
TOTAL BALLOTS CAST	459		463	547	373	2259
GOVENOR						
Blanks	28	14	41	21	42	146
Argeo Paul Celluci	124	85	101	136	69	515
Joseph D. Malone	95	87	90	96	92	460
Brian J. Donnelly	22	34	31	31	32	150
Scott Harshbarger	126	15	140	140	96	517
Patricia McGovern	81	91	99	122	76	469
All Others	0	2	0	0	0	2
LIEUTENANT GOVENOR						
Blanks	13	15	25	16	15	72
Janet E. Jeghelian	102	78	96	112	78	466
Jane Maria Swift	106	74	83	107	65	435
Dorothy A. Kelly Gay	77	88	94	112	79	450
Warren E. Tolman	3	122	126	144	100	495
All Others	68	62	48	88	63	329
ATTORNEY GENERAL						
Blanks	66	57	61	75	69	316
Brad Bailey	160	122	128	168	111	689
Lois G. Pines	90	110	130	136	99	565
Thomas F. Reilly	137	138	137	157	106	675
All Others	0	2	0	0	0	2
SECRETARY OF STATE						
Blanks	126	174	60	164	136	660
Dale C. Jenkins, Jr.	156	118	126	153	95	648
William Francis Galvin	163	189	195	216	159	922
All Others	4	10	6	3	6	29
TREASURER						
Blanks	145	161	122	228	156	812
Robert A. Maginn	158	120	126	155	96	655
Shannon P. O'Brien	163	180	181	212	52	788
All Others	1	0	3	0	0	6
AUDITOR						
Blanks	107	135	162	127	131	662
Michael T. Duffy	156	114	120	155	93	638

A. Joseph DeNucci	169	180	192	214	160	915
All Others	9	10	16	5	4	44
REP. IN CONGRESS						
Blanks	110	140	75	126	99	550
David E. Coleman	156	115	126	158	97	652
Martin T. Meehan	192	209	226	255	171	1053
All Others	0	0	0	0	4	4
COUNCILLOR						
Blanks	128	132	140	113	127	132
John Henry DeJong	145	116	114	148	89	612
Ginny Allan	20	23	18	22	14	97
Garrett J. Barry	8	8	14	12	5	47
John W. Costello	27	26	16	29	19	117
Marilyn Petitto Devaney	11	18	13	21	19	82
Leonard H. Golder	13	6	8	18	9	54
Howard I. Goldstein	11	14	13	40	5	83
Ruth E. Nemzoff	5	5	9	10	5	34
Francis Thomas "Frank" Talty	88	87	123	88	81	467
All Others	12	4	5	0	5	

SENATOR IN GEN. COURT	
Blanks	288
Steven G. Panagiotakos	974
All Others	12
REP. IN GENERAL COURT	
Blanks	210
Geoffrey D. Hall	1058
All Others	6
DISTRICT ATTORNEY	
Blanks	531
Lee Johnson	569
Martha Coakley	565
Timothy R. Flaherty	268
Michael A. Sullivan	314
All Others	
SHERIFF	
Blanks	1132
James V. DiPaola	583
Edward J. Kennedy, Jr.	16
All Others	18

STATE Election
November-98

MASTER TALLY SHEET

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	TOTAL
GOVERNOR						
Blanks	17	21	24	41	17	120
Cellucci & Swift	904	723	875	930	686	4114
Harshbarger & Tolman	515	470	481	556	392	2414
Cook & Israel	2	36	24	34	28	124
Write Ins	30	2	0	4	1	37
ATTORNEY GENERAL						
Blanks	64	57	79	78	48	326
Brad Bailey	622	468	588	646	434	2755
Thomas F. Reilly	782	725	740	838	639	3724
Write Ins	0	2	0	3	3	8
SECRETARY OF STATE						
Blanks	115	95	118	101	66	495
William Francis Galvin	765	731	776	837	679	3788
Dale C. Jenkins, Jr.	512	361	459	53	323	2208
David L. Atkinson	76	65	51	74	56	322
Write Ins						
TREASURER						
Blanks	0	2	2	1	0	5
Robert A. Maginn	703	512	596	728	475	3014
Shannon P. O'Brien	628	595	651	670	539	3083
Merton B.Baker	40	54	37	59	39	229
Write Ins	97	89	118	107	71	
AUDITOR						
Blanks	121	91	128	115	77	532
A. Joseph DeNucci	556	425	674	593	378	2636
Michael T. Duffy	682	634	497	753	592	3158
Carla A.Howell	98	100	105	104	77	484
Write Ins	1	2	0	0	0	3

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	TOTAL
REP. IN CONGRESS						
Blanks	47	44	65	69	39	264
David E. Coleman	465	370	902	485	762	2984
Martin T. Meehan	955	838	437	1010	321	3561
Write Ins	2	0	0	0	2	4
COUNCILLOR						
Blanks	255	196	246	261	170	1128
John Henry DeJong	643	480	593	673	451	2840
Marilyn Petitto Devaney	570	574	561	629	500	2834
Write Ins	0	2	4	2	3	11
SENATOR IN GEN. COURT						
Blanks	452	325	407	441	274	1899
Steven G. Panagiotakos	1004	915	983	1106	836	4844
Write Ins	12	12	14	18	14	70
REP. IN GENERAL COURT						
Blanks	363	236	338	318	228	1483
Geoffrey D. Hall	1098	1003	1061	1232	885	5279
Write Ins	7	13	5	15	11	51
DISTRICT ATTORNEY						
Blanks	151	110	137	154	90	642
Martha Coakley	785	743	773	843	645	3789
Lee Johnson	531	398	494	568	387	2378
Write Ins	1	1	0	0	2	4
SHERIFF						
Blanks	511	400	469	505	340	2162
James V. DiPaola	950	866	927	1044	773	4560
Write Ins	0	9	8	0	11	28

	904	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	TOTAL
Blanks		84	58	72	59	49	322
Yes		965	811	926	1057	742	4501
No		432	383	393	449	333	1990
Question 2							
Blanks		87	85	102	84	60	418
Yes		22	762	841	958	658	4182
No		459	405	448	482	460	2254
Question 3							
Blanks		69	66	78	74	71	358
Yes		1268	1041	1159	1344	884	5696
No		131	145	154	167	162	739
Question 4							
Blanks		61	58	68	59	38	284
Yes		975	878	949	1139	760	4701
No		432	323	374	373	326	1828

TOWN OF WESTFORD
ANNUAL TOWN MEETING
MAY 9, 1998

At a legal meeting of the inhabitants of Westford, qualified by law, to vote in Town affairs, held at the Abbot School on Saturday, May 9, 1998 the following business was transacted:

Election Officers, using voting lists, acted as tellers at the doors. The attendance was 706.

Ellen Harde, Town Moderator, called the meeting to order at 10:00 AM.

It was voted to allow several non-residents to sit on Town Meeting floor.

ARTICLE 1. It was voted that the Town accept the reports of Town Officers, Boards, and Committees for the calendar year 1997.

(Board of Selectmen Approve)

ARTICLE 2. It was voted unanimously that the Town accept the report of the Recycling Commission regarding options for the collection of residential recyclable materials.

Thanks were given to Ellen Harde, who had stepped down as a member of the Recycling Committee.

(Board of Selectmen Approve)

ARTICLE 3. It was voted unanimously that the Town accept the Pay Classification Plan for non-unionized municipal employees, effective July 1, 1998, as presented below:

BAND	POSITION	Weight	ED 0.25	EX 0.25	IA 0.15	PS 0.15	IR 0.1	SU 0.1	TOTAL	WEIGHTED AVERAGE	CORRELATION FACTOR	WEIGHTED AVERAGE	MAXIMUM 7/97	MAXIMUM 5/97	MINIMUM 7/98	MID 7/98	MAXIMUM 7/98
8	Fire Chief		4	3	5	4	3	4	23	3.80	1.00	3.80	$59,063	$66,455	$51,351	$61,336	$71,321
8	Police Chief		4	3	5	4	3	4	23	3.80	1.00	3.80	$65,521	$67,630	$51,351	$61,336	$71,321
7	Finance Director		4	2	3	3	4	3	19	3.10	1.20	3.72	$62,660	$63,743	$47,111	$56,272	$65,432
6															$43,221	$51,625	$60,029
5	Library Director		5	4	4	4	3	4	24	4.15	0.85	3.53	$52,237	$51,265	$39,653	$47,363	$55,073
5	Dir. Land Use Planning		5	2	3	4	4	3	21	3.50	1.00	3.50	$56,500	$49,699	$39,653	$47,363	$55,073
5	Water Supt		4	3	4	4	3	4	22	3.65	.95	3.47	$50,290	$52,029	$39,653	$47,363	$55,073
5	Highway Supt		2	3	4	4	3	4	20	3.15	1.10	3.47	$52,540	$53,724	$39,653	$47,363	$55,073
5	Town Engineer		4	2	3	4	3	2	18	3.05	1.10	3.36	$58,000	$53,673	$39,653	$47,363	$55,073
5	Town Accountant		4	2	3	3	3	3	18	3.00	1.10	3.30	$41,214	$52,282	$39,653	$47,363	$55,073
5	Principal Assessor		4	1	3	4	3	3	18	2.90	1.05	3.05	$48,073	$48,525	$39,653	$47,363	$55,073
4	Building Commissioner		2	2	3	3	3	3	16	2.50	1.20	3.00	$44,500	$47,653	$35,404	$42,288	$49,172
4	Conservation Coord		4	2	3	3	3	3	18	3.00	1.00	3.00	$41,050	NA	$35,404	$42,288	$49,172
4	Tax Collector		4	2	3	3	3	3	18	3.00	1.00	3.00	$41,214	$47,704	$35,404	$42,288	$49,172
4	Dir. of Environmental Svc		4	2	3	4	3	3	19	3.15	0.90	2.84	$44,000	$46,911	$35,404	$42,288	$49,172
4	Dir. of Health Care Svc		4	2	3	4	3	3	19	3.15	0.90	2.84	$44,250	$45,805	$35,404	$42,288	$49,172
4	Asst. Library Director		5	3	3	3	2	2	18	3.30	0.85	2.81	$37,729	NA	$35,404	$42,288	$49,172
4	Community Cntr. Dir		4	2	4	4	3	3	20	3.30	0.85	2.81	$39,800	$44,756	$35,404	$42,288	$49,172
3	Recreation Coordinator		4	1	4	2	3	3	17	2.75	1.00	2.75	$31,376	$44,001	$31,611	$37,757	$43,904
3	Town Clerk		3	1	3	3	3	3	16	2.50	1.00	2.50	$43,155	$42,242	$31,611	$37,757	$43,904
3	Senior Librarian		5	2	3	2	2	2	16	2.90	0.85	2.47	$33,520	$39,483	$31,611	$37,757	$43,904
3	Dir. of Elder Services		4	2	4	3	3	3	19	3.15	0.75	2.36	$33,419	$39,101	$31,611	$37,757	$43,904
2	Asst. Town Accountant		3	2	2	2	3	1	13	2.25	1.00	2.25	NA	NA	$28,224	$33,712	$39,200
2	Admin. Asst. to Water Spt		2	2	3	2	3	2	14	2.25	1.00	2.25	$34,469	NA	$28,224	$33,712	$39,200
2	Asst. Assessor/Data Coll		3	1	2	3	2	2	13	2.15	1.00	2.15	$35,000	NA	$28,224	$33,712	$39,200
1	Animal Control Officer		2	1	3	1	2	3	12	1.85	1.00	1.85	$30,900	$29,750	$25,200	$30,100	$35,000
1	Admin. Sec. to Twn Mngr		2	2	2	1	2	1	10	1.75	1.00	1.75	$31,200	NA	$25,200	$30,100	$35,000
1	Health Agent		2	2	2	2	2	1	11	1.90	0.90	1.71	$32,237	NA	$25,200	$30,100	$35,000

Hourly Classifications *

Position	Min	Max
Call Firefighters	13.31	14.12
Ambulance Attendants	13.31	14.12
Call Fire Lieutenants	13.71	14.55
Call Fire Captians	14.21	14.98
Call Deputy Fire Chief	14.55	15.43
COA Van Coordinator	10.00	12.00
COA Van Drivers	8.00	10.00
Senior Library Page	6.50	7.25
Library Page	5.25	6.25

* Further Hourly wages for temporary or seasonal employees will be comparable to but not greater than the wage rate provided to employees covered by contractual agreements

(Selectmen Approved)
(Finance Committee Approved)

LEGEND

Education	ED	Not Available	NA
Experience	EX	Problem Solving	PS
Independent Action	IA	Interrelationships	IR
		Supervision	SU

ARTICLE 4.

It was voted that the Town raise and appropriate the sums necessary for the Op as outlined in column titled "FY '99 Recommendation Town Manager/Finance Com and that such sums be expended for such purposes under the direction of the resp Town Officers, Boards, and Committees.

Acct. No.	Account Name	FY 99 Recommended Town Mgr/Finance Comm.
122	*Selectmen*	
1221	Personal Services	0
1224	Expenses	24,331
	SUBTOTAL	24,331
123	*Town Manager*	
1231	Personal Services	139,885
1234	Expenses	8,560
1238	Capital	0
	SUBTOTAL	148,445
131	*Finance Cmmittee*	
1311	Personal Services	0
1314	Expenses	8,000
1314	Reserve Fund	92,000
	SUBTOTAL	100,000
132	*Finance Department*	
1331	Personal Services	81,184
1334	Expenses	540
1334	Audit	14,500
	SUBTOTAL	96,224
133	*Town Accountnat*	
1331	Personal Services	98,158
1334	Expenses	11,975
1338	Capital	0
	SUBTOTAL	110,133
141	*Board of Assessors*	
1411	Personal Services	142,538
1414	Expenses	91,100
1418	Capital	0
	SUBTOTAL	233,638
145	*Tax Collector*	
1451	Personal Services	80,706
1454	Expenses	52,850
1458	Capital	0
	SUBTOTAL	133,556

151	*Town Counsel*	
1511	Personal Services	0
1514	Expenses	66,500
1518	Captial	0
	SUBTOTAL	66,500
152	*Human Resources / Procurement*	
1521	Personal Services	42,000
1524	Expenses	0
1528	Capital	0
	SUBTOTAL	42,000
153	*Centrex Phone System*	
1531	Personal Services	0
1534	Expenses	21,000
1538	Capital	0
	SUBTOTAL	21,000
155	*Muncipal Technology*	
1551	Personal Services	0
1554	Expenses	111,000
1558	Capital	0
	SUBTOTAL	111,000
161	*Town Clerk*	
1611	Personal Servies	86,134
1614	Expenses	16,395
1618	Capital	0
	SUBTOTAL	102,529
171	*Conservation Commission*	
1711	Personal Servies	36,536
1714	Expenses	8,475
1718	Capital	0
	SUBTOTSAL	45,011
174	*Planning Board*	
1741	Personal Servies	86,249
1744	Expenses	8,575
1748	Captial	0
	SUBTOTAL	94,824
176	*Zoning Board of Appeals*	
1761	Personal Servies	0
1764	Expenses	4,000
1768	Capital	0
	SUBTOTAL	4,000

181	*Dev. & Industrial Comin.*	
1811	Personal Servies	0
1814	Expenses	2,000
1818	Capital	0
	SUBTOTAL	2,000
184	*Cable TV Commission*	
1841	Personal Services	0
1844	Expenses	500
1848	Capital	0
	SUBTOTAL	500
192	*Town Hall Maintenance*	
1921	Personal Services	9,700
1924	Expenses	66,450
1928	Capital	16,000
	SUBTOTAL	92,150
193	*Police/Fire Complex*	
1931	Personal Servies	0
1934	Expenses	23,500
1993	Capital	0
	SUBTOTAL	23,500
	TOTAL GENERAL GOV'T	1,451,341

210	*Police Department*	
2101	Personal Services	2,158,463
2104	Expenses	199,625
2108	Capital	98,804
2131	(Offset)	(240,689)
	SUBTOTAL	2,216,203
220	*Fire Department*	
2201	Personal Services	1,109,575
2204	Expenses	71,390
2208	Capital	170,000
	SUBTOTAL	1,350,965
241	*Building Department*	
2411	Personal Services	132,324
2414	Expenses	10,585
2418	Capital	0
	SUBTOTAL	142,909
244	*Sealer Weights/Measures*	
2441	Personal Services	0
2441	Expenses	400
2448	Capital	0
	SUBTOTAL	400

291	*Civil Defense/Emergency Prep.*	
2911	Personal Servies	2,000
2914	Expenses	5,000
2918	Capital	0
	SUBTOTAL	7,000
292	*Animal Control*	
2921	Personal Services	45,377
2924	Expenses	7,870
2921	(Offset)	(21,000)
2928	Capital	0
	SUBTOTAL	32,247
293	*By-Law Enforcement*	
2931	Personal Services	13,572
2934	Expenses	0
2938	Capital	0
	SUBTOTAL	13,572
294	*Tree Warden / Forestry*	
2941	Personal Services	2,000
2944	Expenses	37,000
2948	Capital	0
	SUBTOTOAL	39,000
	TOTAL PUBLIC SAFETY	3,802,296
305	*Westford Public School*	
	SUBTOTAL	20,132,369
310	Nashoba Tech Assessment	
3101	Personal Services	0
3104	Expenses	550,186
3108	Capital	0
	SUBTOTAL	550,186
	TOTAL EDUCATION	20,682,555
421	*Highway Department*	
4211	Personal Services	837,094
4214	Expenses	868,900
4218	Capital	179,000
	SUBTOTAL	1,884,994
431	*Solid Waste / Recycling*	
4311	Personal Services	0
4314	Expenses	1,218,118
4318	Capital	0
4314	(Offset / Revolving)	(21,980)
	SUBTOTAL	1,196,138

440	*Ground Maintenance*	
4401	Personal Services	0
4404	Expenses	0
4408	Capital	0
	SUBTOTAL	0
491	*Cemetery Commission*	
4911	Personal Services	0
4914	Expenses	14,750
4918	Capital	0
	SUBTOTAL	14,750
	TOTAL PUBLIC WORKS	3,095,882
510	*Board of Health - Envir.*	
5101	Personal Services	108,024
5104	Expenses	20,695
5108	Capital	0
	SUBTOTAL	128,719
519	*Animal Inspections*	
5191	Personal Services	3,000
5194	Expenses	0
5194	(Offset / Revolving)	0
5198	Capital	0
	SUBTOTAL	3,000
523	*Board of Health/Public Health*	
5231	Personal Services	54,535
5234	Expenses	6,200
5238	Capital	0
	SUBTOTAL	60,735
540	*Cameron Senior Center*	
5401	Personal Services	0
5404	Expenses	47,328
5408	Capital	40,000
	SUBTOTAL	87,328
541	*Council On Aging*	
5411	Personal Services	40,210
5414	Expenses	45,530
5418	Capital	0
	SUBTOTAL	85,740
542	*Veterans Service*	
5421	Personal Services	20,000
5424	Expenses	10,000
5428	Capital	0
	SUBTOTAL	30,000

	TOTAL HEALTH & HUMAN SERVICES	395,522
610	*Library*	
6101	Personal Services	597,661
6104	Expenses	235,871
6108	Capital	30,000
	SUBTOTAL	863,532
630	*Recreation Department*	
6301	Personal Services	46,362
6304	Expenses	67,960
6308	Capital	39,300
	(Offset / Revolving)	(49,260)
	SUBTOTAL	104,362
670	*Museum*	
6701	Personal Services	0
6704	Enspenses	15,000
6705	Capital	15,000
	SUBTOTAL	30,000
673	*Roudenbush Comm. Center*	
6731	Personal Services	72,406
6734	Expenses	0
6738	Capital	12,594
6731	(Offset)	(55,000)
	SUBTOTAL	30,000
692	*Memorial Day Celebration*	
6921	Personal Services	0
6924	Expenses	2,500
6928	Capital	0
	SUBTOTAL	2,500
	TOTAL CULTRL & REC	1,030,394
910	*Debt Service*	
9100	Principal and Interest	4,643,800
	SUBTOTAL	4,643,800
	TOTAL DEBT SERVICE	4,643,800
911	*Unclassified*	
9114	Pension Assessment	750,621
9114	Unemployment Insurance	16,000
9114	Group Health Insurance	1,093,790
9114	Medicare Contribution	134,860
9114	Accumulated Sick Time	19,110
9114	Senior Tax Rebate	15,000

9114	Comprehensive Insurance	219,830
9114	Comprehensive Reserve	98,750
9114	Water Indirect Cost	(129,217)
	SUBTOTAL	2,218,744
	TOTAL UNCLASSIFIED	2,218,744
452	*Water Enterprise*	
4521	Personal Services	498,345
4524	Expenses	872,680
4528	Capital	428,975
	SUBTOTAL	1,800,000
	TOTAL WATER ENTERPRIS	1,800,000
	TOTAL GENERAL FUND	37,320,534
	TOTAL WATER FUND	1,800,000
	TOTAL BUDGETS	*39,120,534*

ARTICLE 5. Revolving Funds

It was voted unanimously that pursuant to Massachusetts General Laws (MGL), Chapter 44, Section 53E(1/2), the Town establish revolving funds for the following departments for the specific purposes outlined below for the fiscal year beginning July 1, 1998 and ending on June 30, 1999:

A. PLANNING BOARD

Subdivision Filing Fees, for the purpose of planning, engineering and technical consultant services, and municipal planning activities, said expenditure to be approved by the Planning Board up to $90,000.

B. CONSERVATION COMMISSION

Fees received under the Town's Wetlands Protection By-law for the purpose of engaging, scientific, engineering, and technical consultant services, said expenditures to be approved by the Conservation Commission up to $40,000.

C. BUILDING DEPARTMENT

Fees received for Building Permits, for the purpose of engaging architectural, engineering and technical consultant services, said expenditures to be approved by the Building Commissioner up to $20,000.

D. BOARD OF HEALTH

Fees received for Subsurface Sewage System/Lot Testing Fees and Pump and Well Inspections and Nursing Immunization Fees, for the purpose of engineering and technical services related to septic systems and domestic water supply, and for materials and technical services for nursing immunizations, said expenditure to be approved by the Board of Health up to $35,000.

E. SEALER WEIGHTS/MEASURES

Fees received for inspection and calibrating weights and measures for the purpose of compensating and meeting the expenses of the Sealer of Weights and Measures, said expenditures to be approved by the Sealer of Weights and Measures up to $2,500.

F. RECYCLING COMMISSION

Revenues received from the sale of recycled materials to meet the expenses of the recycling program, said expenditures to be approved by the Recycling Commission up to $50,000.

(Board of Selectmen Approve)
(Finance Committee Approve)

ARTICLE 6. Stabilization Fund

It was voted unanimously that the Town raise and appropriate the sum of one hundred and fifty thousand ($150,000) dollars from the Town's Free Cash to be deposited in the Stabilization Fund, established under MGL, Chapter 40, Section 5B.

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 7. Teachers Early Retirement

It was voted unanimously that the Town raise and appropriate the sum of $42,099 to the Retirement Assessment Account for the Teachers Early Retirement Assessment.

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 8. Highway Dept. Chapter 90 Funds

It was voted unanimously that the Town appropriate the sum of $549,769 from the proceeds due the Town under the provisions of Section 2(A) of Chapter 113 of the Acts of 1996.

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 9. NESWC Reserve Fund

It was voted unanimously that the Town transfer the sum of $260,000 from Free Cash to the Town's North East Solid Waste Committee (NESWC) Tip Fee Stabilization Reserve Account.

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 10. Contribution to Conservation Fund

It was voted unanimously that the Town raise and appropriate the sum of $50,000 to be deposited in the Town's Conservation Expendable Trust Fund (Account #71033830), as established under Mass. Gen. Laws C40, S. 8C, said money to be used in connection with purchases of land.

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 11. School Department Operational Override

It was voted Yes 425, No 179, that the Town appropriate the sum of SIX HUNDRED NINETY TWO THOUSAND AND SEVENTY SIX DOLLARS ($692,076) to school operating expenses, as approved by voters of May 5, 1998 as an override from the limitations of Proposition 2 ½, as required by MGL Ch. 59 S. 21C.

(Selectmen Approve 4 - 1)
(Finance Committee Disapprove 4 - 3)

ARTICLE 12. Construct a Fire Substation

It was voted by as 2/3 majority that the Town appropriate and, as approved by voters of May 5, 1998 as a debt exclusion from the limitations of Proposition 2 ½, as required by MGL Ch. 59, Sec 21C, to authorize the Treasurer, with the approval of the Selectmen, to borrow, pursuant to MGL, Ch. 44, Sec. 7(3), or any other enabling authority, the sum of ONE MILLION, SIX

HUNDRED THOUSAND ($1,600,000) DOLLARS for the design, engineering, construction, original equipping and furnishing of a Fire Department substation, including site development and including costs incidental and related thereto; said facility to be constructed on Town-owned land at the intersection of Town Farm Road and East Prescott Street.

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 13. Construct an Addition and Improvements to Highway Garage

It was voted to dismiss this Article.

ARTICLE 14. Classroom Construction at Day School/Conversion at Abbot School

It was voted by a 2/3 majority, that the Town appropriate, and, as approved by voters of May 5, 1998 as a debt exclusion from the limitations of Proposition 2 ½, as required by MGL Ch. 59, S. 21C, to authorize the Treasurer, with the approval of the Selectmen, to borrow, pursuant to MGL, Ch. 44, Sec. 7(3) and (3A), or any other enabling authority, the sum of EIGHT HUNDRED AND SIXTY FIVE THOUSAND DOLLARS ($865,000) for the construction of new classroom space at the Day School and the conversion of current school space to classrooms at the Abbot School, including costs incidental and related thereto.

(Selectmen Approve)
(Finance Committee 4 in Favor, 1 abs.)

ARTICLE 15. Construct Drop-Off Recycling Facility

It was voted unanimously to dismiss this Article.

ARTICLE 16. Construct Cemetery

It was voted by a 2/3 majority, that the Town appropriate and authorize the Treasurer, with the approval of the Selectmen, to borrow, pursuant to MGL, Ch. 44, Sec. 7(20), or any other enabling authority, the sum of TWO HUNDRED THOUSAND DOLLARS ($200,000) to construct cemetery space and designate plots at land off Patten Road under the care and control of the Cemetery Commission.

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 17. Petition to Specify the Exterior of the New Police Station

It was voted to dismiss the main motion.

It was voted 272 Yes to 256 No to accept the following Resolution:

> Resolve that the Town Meeting urges the Selectmen to take whatever steps are necessary to ensure that the entire exterior of the new Police Station is clad in a clapboard like material, matching in appearance the Town Hall and the Fire Station.

ARTICLE 18. Petition to allow Drive-Thru Restaurants

It *FAILED* for the lack of a 2/3 majority that the Town amend Chapter 173 of the Code of the Town of Westford, also known as the "Zoning By-Law of the Town of Westford" in the following respects:

I. By amending Section 173-13; "Table of Use Regulations", subsection D. (3) by adding after the words ".. with service at a drive-up windows excluded" the following: ".. except drive-up windows may be permitted with a Special Permit from the Planning Board in accordance with Section 173-22.I. in the C.H. District".

II. By amending Section 173-13; "Table of Use Regulations", subsection D. (3), under the heading "C.H." by adding a footnote "7".

III. By amending Section 173-13, "Notes to Table of Use Regulations", by adding a new note "7" as follows:

"7. In the CH District, drive-up windows may be permitted with a Special Permit from the Planning Board in accordance with Section 173-22.I".

IV. By amending Section 173-22 by adding a new Section 173-22.I, providing for a Special Permit process, to be administered by the Planning Board as generally proposed as follows:

173-22.I Drive-Up Windows at Restaurants

(1) In the CH District, upon a concurrent application for Site Plan Approval under this Section 173-22 and am application for a M.G.L. Ch. 40A Section 9 Special Permit, the Planning Board, as the Special Permit granting authority (SPGA) for purposes of this Section, may issue Special Permits for restaurants with service at drive-up windows.

(2) In addition to the application materials required for site plan approval, the applicant shall submit the following:

(a) A traffic study, prepared by a qualified traffic engineer, employing the standards and practices of The Institute of Traffic Engineers predicting peak and off peak traffic generation and patterns associated with the restaurant with a drive-up window and without a drive-up window. If the subject restaurant is an existing or previously approved restaurant, the applicant will also submit the traffic study submitted at the time of such initial application projecting traffic to be generated by such restaurant.

(b) Proof of compliance with M.E.P.A. Regulations.

(c) A plan of proposed traffic flow, parking lay-out, stacking areas, lighting, rubbish control, signage, dispensing areas and other equipment, features and driveways associated with the drive-up window.

(d) A narrative description of the drive-up window operation, including hours of operation and anticipated peak queuing lines based upon the traffic study.

(e) An agreement, executed by the applicant, that the sixty (60) day time period for the Planning Board to review and approve the underlying Site Plan application described within Section 173-22.B (1) is extended to run concurrent with the time periods applicable to the above described Special Permit Application.

(3) Pre-conditions for Approval. The Planning Board shall require that each restaurant incorporation a drive-up window contain the following features and conditions:

(a) The primary access or egress driveway intersection with the adjacent major roadway shall be served by full traffic signalization and shall be improved or reprogrammed to properly service traffic generated by the drive-up window, unless the Massachusetts Highway Department

determines that such signalization is not required for public safety purposes at a particular applicant's access or egress driveway(s).

(b) No drive-up windows shall be allowed which, according to the traffic study required by Section 173-13.22 I (2).a, above, would generate a projected increase as a result of the addition of a drive-up window, as compared to the restaurant without a drive-up window, of more than one (1%) percent. For purposes of this requirement, when the application is for a drive-up window to be added to an existing restaurant, the traffic data for "a restaurant without a drive-up window" to be used for purposes of the within comparison will be the GREATER of either (i) current traffic date reporting actual peak and off-peak traffic volume, or (ii) traffic data reporting projected peak and off-peak traffic volume in the traffic study submitted at the time of approval for the original construction of the restaurant.

(c) No drive-up windows shall be allowed except where the principal use of the principal structure upon the subject lot is the subject restaurant. No drive-up windows shall be allowed within restaurants that are contained within malls. A free-standing or building mounted menu sign no larger than twenty-four (24) square feet may be permitted near the rear of the building.

(d) Extraordinary measures for refuse collection and control shall be incorporated within the plan to be incorporated with the Special Permit decision, including:

1. Refuse collection devices every forty (40) feet within the premises.

2. Two refuse collection devices accessible from an automobile near the exit to the premises.

(4) The Planning Board shall approve such special permits upon:

(a) compliance with the above stated requirements and conditions.

(b) incorporation within the Special Permit of such other conditions as the Planning Board deems necessary to property regulate traffic, refuse, lighting and pedestrian safety.

(Planning Board 3 Opposed - 2 absent)

ARTICLE 19. Petition on Application of Mitigation Contributions

It was voted to ***DISMISS*** this Article with the understanding that the Board of Selectmen will bring it back to the Town Meeting in the fall.

To see if the Town will approve the following requirement of all development mitigation resources that are obtained as a result of the negotiations by the Planning board.

(1) Any project that includes the allocation, expenditure, or usage of mitigation resources, and which has a fair market value in excess of $50,000, shall be first brought before Town meeting for discussion, prioritization with regard to the overall needs of the Town, and then put to a vote, before any binding agreements regarding the project can be established and/or any mitigation resources can be used.

(2) Any project that includes the allocation, expenditure, or usage of mitigation resources, and which either (a) has a fair market value in excess of $10,000 (but less than $50,000) or, (b) requires additional Town funds or services to complete, maintain, improve, or insure, shall first be subject to an approval process to be developed by the Board of Selectmen before any binding agreements regarding the project can be established and/or mitigation resources can be used Such an approval process shall include both community involvement as well as prioritization with regard to the overall needs of the Town.

ARTICLE 20. Petition to Accept Various Town Ways

There is no motion for this Article

ARTICLE 21. Property Tax Exemptions

It was voted unanimously that the Town continue to accept the provisions of Ch. 73, Section 4 of the Acts of 1986, as amended by Ch. 126, of the Acts of 1988, by providing for additional property tax exemptions for qualified residents who may be blind, elderly, widowed, or are disabled veterans, and to maintain the present percentage increase at 100%.

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 22. Exemption for Former Prisoners of War

It was voted unanimously that the Town accept Chapter 597 of the Acts of 1982 which amends MGL, Ch. 60A, Sec. 1, which exempts former prisoners of war from payment of the motor-vehicle excise tax.

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 23. Accept Provisions to Collect Dog Fees

It was voted that the Town accept the provisions of Mass. General Laws, Chapter 140, Section 147A, which enables the Town to enact a By-Law and to collect fees relative to the regulation of dogs (animals)

(Selectmen Approve)
(Finance Committee Approve)

It was voted to adjourn the Annual Town Meeting at 5:40 PM until Monday, May 11, 1998, 7:30 PM at the Abbot School.

A True Record: ATTEST

Elaine V. McKenna
Town Clerk

MA, to be recorded at the North Middlesex Registry of Deeds, said land to be accepted pursuant to MGL Ch. 40, Sec 8C to be under the care and custody of the Conservation Commission for the protection of the natural and watershed resources of the Town.

(Selectmen Approve)
(Planning Board Approve)

ARTICLE 29. Accept Interest in Picking Farm

It was voted that the Town accept from Robert Webb and Robert Waskiewciz the following interests in lots K and E, containing approximately 24 acres, shown on a plan entitled "Plan in Westford Mass,. Groton and Gould Road, prepared for Bernice Picking Trust, 40 Church St., Lowell, MA" dated February 13, 1998, being a portion of land known as the Picking Farm: (1) Grant of Right for First Refusal to Purchase Real Estate, and (2) Grant of Option to Purchase Real Estate, both dated February 25, 1998.

(Selectmen Approve)
(Planning Board Approve)
(Finance Committee Disapprove)

ARTICLE 30. Transfer of Land at Picking Farm to Cemetery Commission

It was voted unanimously that the Town, pursuant to MGL Chapter 40, Section 1 5A, transfer the care, custody and control of lot L, containing approximately 4.6 acres, as shown on a plan entitled "Plan in Westford, Mass., Groton and Gould Road, prepared for Bernice Picking Trust, 40 Church St., Lowell, MA" dated February 13, 1998, being a portion of the land known as the Picking Farm, from the Board of Selectmen to the Cemetery Commission for the purpose of construction cemetery space. (Selectmen Approve)
(Planning Board Approve)

ARTICLE 31. Clarify Conveyance to Daniel Britko - A

It was voted unanimously that the Town confirm, by a two-thirds majority vote, the vote taken under Article 35 of the October 23, 1996 Special Town Meeting, said vote authorizing the Board of Selectmen to convey certain property off Cold Spring Road to Daniel A. Britko.

(Selectmen Approve)
(Planning Board Approve)

ARTICLE 32. Clarify Conveyance to Daniel Britko - B

It was voted unanimously that the Town confirm, by a two-thirds majority vote, the eminent domain taking accomplished by the Westford of Selectmen pursuant to the Provisions of Massachusetts General Laws, Chapter 79 and described in an order of taking dated April 8, 1997, and, further, that the Town Meeting confirm that the taking of Parcels A and C off Cold Spring Road described in said deed was not for conservation purposes.

(Selectmen Approve)
(Planning Board Approve)

TOWN OF WESTFORD
ADJOURNED ANNUAL TOWN MEETING
MAY 11, 1998

At a legal meeting of the inhabitants of the Town of Westford, qualified by law, to vote in Town Affairs, held at Abbot School on Monday, May 11, 1998, (Adjourned from Saturday, May 9, 1998) called to commence at 7:30 PM the following business was transacted:

Election Officers, using voting lists, acted as tellers at the doors. The attendance was 154. (A quorum was not needed)

Ellen Harde, Town Moderator, called the meeting to order at 7:30 PM.

At the start of the meeting, a motion was made and passed by Selectmen Jack Wrobel "that the minutes of this Town Meeting recognize the hard work of the Highway Facilities Site Committee and the Town Meeting Study Committee in 1997."

ARTICLE 24. Nuisance Animal By-Law

It *FAILED* for the lack of a majority, that No owner of a dog shall permit such dog to chronically or unreasonably disturb the peace or quiet of any neighborhood by barking, howling, or crying, nor endanger the safety of any person, domestic animal, or livestock by causing physical harm Neither shall the owner permit a dog to unreasonably damage private property. Any violation of the by-law shall be determined and enforced by the animal control officer by non criminal disposition in accordance with the following schedule of fines:

First offense: Warning	Second offense: $ 25 fine
Third offense: $50 fine	After Third offense: $100 fine

ARTICLE 25. Demolition Delay By-law

It was voted to adopt a Demolition Delay By-law as follows:

A. Intent and Purpose

This by-law is adopted for the purpose of preserving and protecting significant buildings within the Town which constitute or reflect distinctive features of the architectural, cultural, political, economic, or social history of the town; to encourage owners of such buildings to seek out persons who might be willing to purchase, preserve, rehabilitate, or restore such buildings rather than demolish them. To achieve these purposes the Westford Historical Commission (herein after the "Commission") is empowered to advise the Building Commissioner with respect to the issuance of permits for demolition of significant buildings

B. Definitions

1 Building - Any combination of materials capable of being used as shelter for persons, animals or property
2 Commission - The Westford Historical Commission

3 Commissioner - The Westford Building Commissioner.
4 Demolition Permit - The permit issued by the Commissioner as required by the state building code for demolition or removal of a building or structure; and
5. Historically Significant Building or Structure - Any building or structure which is (1) importantly associated with one or more historic persons or events, or with the architectural, cultural, political, economic or social history of the Town, the Commonwealth of Massachusetts or the United State of America; or (2) is historically or architecturally important by reason of period, age, style, method of building construction or association with a particular architect or builder, either by itself or in the context of a group of buildings or structures

C. Regulated Buildings and Structures

1. A building or structure listed on, or is within an area listed on, the National Register of Historic Places or the State Register of Historic Places, or the subject of a pending application for listing one either of said Registers; or
2. A building or structure located within 200 feet of the boundary line of any federal, state or local historic district, or
3. A building or structure included in the Inventory of the Historic Assets of the Commonwealth, or designated by the Commission for inclusion in said inventory including those buildings listed for which complete surveys may be pending; or
4. A building or structure determined by vote of the Commission to be historically or architecturally significant in terms of period, style, and method of building construction based on the following criteria;
   a. Properties listed on the State Register of Historic Places and the Inventory of Historic Assets of the Commonwealth for the Town of Westford.
   b. Properties in existence in or before 1921
   c. Properties that appear on the 1855 Symmes Maps.
5. No demolition permit shall be issued for a regulated building or structure without full compliance with the provisions of this by-law.

D. Procedure

1 The Commissioner shall forward a copy of each demolition permit application for all regulated buildings or structures identified in section (c) of this section to the Commission within seven (7) days after the filing of such application. No demolition permit shall be issued at that time
2 Within thirty (30) days after the receipt of such application, the Commission shall determine whether the building or structure is historically significant The applicant for the permit shall be entitled to make a presentation to the Commission if he or she makes a timely request in writing to the Commission
3 A If the Commission determines that the building or structure is not historically significant, it shall so notify the Commissioner and the applicant in writing and the Commissioner may issue a demolition permit.

B If the Commission determines that the building or structure is historically significant, it shall notify the Commissioner and the applicant in writing that a demolition plan review must be made prior to the issuance of a demolition permit. If the Commission fails to notify the Commissioner and the applicant of its determination within sixty (60) days after its receipt of the application, then the building or structure shall be deemed not historically significant and the Commissioner may issue a demolition permit.

4. Within thirty (30) days after the applicant is notified that the Commission has determined that a building or structure is historically significant, the applicant for the permit shall submit to the Commission seven (7) copies of a demolition plan which shall include the following information: (i) a map showing the location of the building or structure to be demolished with reference to lot lines and to neighboring buildings and structures; (ii) photographs of all street facade elevations; (iii) a description of the building or structure, to be demolished; (iv) the reason for the proposed demolition and data supporting said reason, including, where applicable, data sufficient to establish any economic justification for demolition; and (v) a brief description of the proposed reuse of the parcel on which the building or structure to be demolished is located.

5. The Commission shall hold a public hearing, within 30 days of receipt of the demolition plan referenced in paragraph four, with respect to the application for a demolition permit, and shall give public notice of the time, place, and purposes thereof at least fourteen (14) days before said hearing in such manner as it may determine, and by mailing, postage prepaid, a copy of said notice to the applicant, to the owners of all adjoining property and other property deemed by the Commission to be materially affected thereby as they appear on the most recent real estate tax list of the Board of Assessors, to the Planning Board, to any person filing written request for notice of hearings, such request to be renewed yearly in December, and to such other persons as the Commission shall deem entitled to notice. Within sixty (60) days after its receipt of the demolition plan, the Commission shall file a written report with the Commissioner on the demolition plan which shall include the following: (i) a description of age, architectural style, historic association and importance of the building or structure to be demolished; (ii) a determination as to whether or not the building or structure should preferable be preserved The Commission shall determine that a building or structure should preferably be preserved only if it finds that the building or structure is an historically significant building or structure which, because of the important contribution made by such building or structure to the Town's historical and/or architectural resources, it is in the public interest to preserve, rehabilitate or restore.

6. If, following the demolition plan review, the Commission does not determine that the building or structure should preferably be preserved, or if the Commission fails to file a report with the Commissioner within the time limit set out in subparagraph (5) next above, then the Commissioner may issue a demolition permit

7 If, following the demolition plan review, the Commission determines that the building or structure should preferably be preserved, then the Commissioner shall not issue a demolition permit for a period of six (6) months from the date of the filing of the Commission's report unless the Commission informs the Commissioner prior to the expiration of such six (6) month period that it is satisfied that the applicant for the demolition permit has made a bona fide, reasonable and unsuccessful effort to locate a purchaser for the building or structure who is willing to preserve, rehabilitate or restore the building or structure, or has agreed to

accept a demolition permit on specific conditions approved by the Commission. During the six (6) month review period, the Commission shall invite the Applicant to participate in an investigation of alternatives to demolition.

E. Determination of Applicability

An owner of a regulated building or structure may petition the Commission for a determination of applicability of the bylaw. Within sixty (60) days after the receipt of such application, the Commission shall determine whether the building or structure is historically significant. The applicant for the permit shall be entitled to make a presentation to the Commission if he or she makes a timely request in writing to the Commission. The determination by the Commission of whether a regulated building or structure is historically significant shall be made in writing signed by the Commission and shall be binding on the Commission for a period of 5 years from the date thereof.

F. Emergency Demolition

If the condition of a building or structure poses a serious and imminent threat to public health or safety due to its deteriorated condition, the owner of such building or structure may request the issuance of an emergency demolition permit from the Commissioner. If possible and as soon as practical after the receipt of such a request, the Commissioner shall arrange to have the property inspected by a board consisting of himself, the Chairman of the Commission and the Chairman of the Board of Health, and the Chief of the Fire Department, or their respective designees. After inspection of the building or structure and, to the extent possible, consultation with this Board, the Commissioner shall determine whether the condition of the building or structure represents a serious and imminent threat to public health or safety and whether there is any reasonable alternative to immediate demolition of the building or structure which would protect the public health or safety. If the Commissioner finds that the condition of the building or structure poses a serious and imminent threat to public health or safety, and that there is no reasonable alternative to the immediate demolition permit under the provisions of this paragraph (E), they shall prepare a written report describing the condition of the building or structure and the basis for his decision to issue an emergency demolition permit with the Commission. Nothing in this paragraph (E) shall be inconsistent with the procedures for the demolition and/or securing of building and structures established by Chapter 143, section 6-10, of the Massachusetts General Laws. In the event that a Board of survey is convened under the provisions of Section 8 of said Chapter 143 with regard to any building or structure identified in paragraph (C) of this section, the Commissioner shall request the Chairman of the Commission or his designee to accompany that Board of Survey during its inspection. A copy of the written report prepared as a result of such inspection shall be filed with the Commission

G. Non-Compliance

(1) The Commission and the Building Commissioner are each authorized to institute any and all proceedings in law or equity, as the deem necessary and appropriate to obtain compliance with the requirements of this bylaw, or to prevent a violation thereof.

(2) No building permit shall be issued with respect to any premises upon which a significant building has been voluntarily demolished in violation of this bylaw for a period of twenty two months after the date of the completion of such demolition. As used herein "premises" includes the parcel of land upon which the demolished significant building was located
(3) Upon a determination by the Commission that a building is a preferably-preserved significant building, the owner shall be responsible for properly securing the building, if vacant, to the satisfaction of the Building Commissioner. Should the owner fail to secure the building, the loss of such building through fire or other cause shall be considered voluntary demolition for the purposes of section F2.
(4) Anyone who demolished a building or structure identified in paragraph (C) of this section without first obtaining, and complying fully with the provisions of, a demolition permit, shall be subject to a fine of not less than one hundred (100) dollars not more than three hundred (300) dollars.

H. Severability

If any section, paragraph or part of this bylaw be for any reason declared invalid or unconstitutional by any court authority, every other section, paragraph and part shall continue in full force and effect.

(Planning Board Approves)

ARTICLE 26. Clarify Conveyance of Land to Westford Housing Authority

It was voted unanimously that the Town authorize the Selectmen to convey a parcel of Town owned property on Line Road to the Westford Housing Authority for the purpose of construction public housing.

(Selectmen Approve)

ARTICLE 27. Land Gift from Avalon Real Estate Development

It was voted unanimously that Town accept for conservation purposes a gift of land from Avalon Real Estate Development, Inc. of 1550 Middlesex St., Lowell, MA, said land consisting of approximately 15.3 acres, more or less shown as parcel 28.6 on Westford Assessors' Map Number 44 and further described as being shown as parcel A on a Plan entitled "Plan of Land Tenney Road, Westford Massachusetts prepared for Avalon Real Estate Dev. Corp., 1550 Middlesex Street, Lowell, MA" dated November 6, 1992 by VTN Northeast, Inc., surveyor, and recorded in the North Middlesex Registry of Deeds in Plan Book 182, Plan 105, said land to be accepted pursuant to Mass Gen Laws C 40 S 8C to be under the care and custody of the Conservation Commission for the protection of natural and watershed resources of the Town

ARTICLE 28. Land Gift from Gerald and Eileen Sullivan

It was voted unanimously that the Town accept for conservation purposes a gift of land from Gerald A and Eileen M Sullivan, 5 Doris Ave., Pelham, NH 03076, said land consisting of approximately 65 69 acres, being a porting of Westford Assessors Map 16, Parcel 77 and specifically described as being shown as Parcel A-1 on a Plan entitled "Definitive Subdivision Plan of Land, Sullivan Estates, Westford, MA Prepared for Gerry Sullivan, 5 Doris Ave., Pelham, NH 03076" dated November 21, 1997 by Landtech Consultants, Inc , 484 Groton Road, Westford,

MA, to be recorded at the North Middlesex Registry of Deeds, said land to be accepted pursuant to MGL Ch 40, Sec 8C to be under the care and custody of the Conservation Commission for the protection of the natural and watershed resources of the Town

(Selectmen Approve)
(Planning Board Approve)

ARTICLE 29. Accept Interest in Picking Farm

It was voted that the Town accept from Robert Webb and Robert Waskiewciz the following interests in lots K and E, containing approximately 24 acres, shown on a plan entitled "Plan in Westford Mass, Groton and Gould Road, prepared for Bernice Picking Trust, 40 Church St., Lowell, MA" dated February 13, 1998, being a portion of land known as the Picking Farm: (1) Grant of Right for First Refusal to Purchase Real Estate, and (2) Grant of Option to Purchase Real Estate, both dated February 25, 1998.

(Selectmen Approve)
(Planning Board Approve)
(Finance Committee Disapprove)

ARTICLE 30. Transfer of Land at Picking Farm to Cemetery Commission

It was voted unanimously that the Town, pursuant to MGL Chapter 40, Section 1 5A, transfer the care, custody and control of lot L, containing approximately 4.6 acres, as shown on a plan entitled "Plan in Westford, Mass., Groton and Gould Road, prepared for Bernice Picking Trust, 40 Church St., Lowell, MA" dated February 13, 1998, being a portion of the land known as the Picking Farm, from the Board of Selectmen to the Cemetery Commission for the purpose of construction cemetery space. (Selectmen Approve)
(Planning Board Approve)

ARTICLE 31. Clarify Conveyance to Daniel Britko - A

It was voted unanimously that the Town confirm, by a two-thirds majority vote, the vote taken under Article 35 of the October 23, 1996 Special Town Meeting, said vote authorizing the Board of Selectmen to convey certain property off Cold Spring Road to Daniel A. Britko.

(Selectmen Approve)
(Planning Board Approve)

ARTICLE 32. Clarify Conveyance to Daniel Britko - B

It was voted unanimously that the Town confirm, by a two-thirds majority vote, the eminent domain taking accomplished by the Westford of Selectmen pursuant to the Provisions of Massachusetts General Laws, Chapter 79 and described in an order of taking dated April 8, 1997, and, further, that the Town Meeting confirm that the taking of Parcels A and C off Cold Spring Road described in said deed was not for conservation purposes

(Selectmen Approve)
(Planning Board Approve)

ARTICLE 33. Conveyance to Paul and Pauline Valcourt

It was voted unanimously that the Town authorize the Board of Selectmen to release to Paul and Pauline Valcourt, 1 Canal Street, Westford, MA, for the sum of one dollar ($1), all of the Town's right, title and interest, if any, in and to a parcel of vacant land situated at the westerly terminus of Canal Street; the Town reserving to itself the perpetual right and easement to deposit and pile snow and ice on said land as needed in the plowing of Canal Street; said land being shown on parcel 1 entitled Plan of Land in the Town of Westford, prepared for Paul and Pauline Valcourt. (Selectmen Approve)

ARTICLE 34. Zoning Amendment A - Greystone Estates

It was voted by a 2/3 majority that the Town amend the Westford Zoning By-Law, Chapter 173 of the Westford Code, by amending the Zoning the zoning map to rezone from Industrial C (IC) and Industrial A (IA) Zones to the Residential A (RA) Zone, any land lying within the Greystone Estates Subdivision shown on a plan recorded with the Middlesex North Registry of Deeds in Plan Book 194, Plan 148, being portions of the parcels shown as Assessors Maps 46, Parcel 11.1, 11.4, 11.5, 11.6 and 29. (Selectmen Approve)
(Planning Board Approve)

ARTICLE 35. Zoning Amendment B - Greystone Estates

It was voted by a 2/3 majority that the Town amend the Westford Zoning By-Law, Chapter 173 of the Westford Code, by amending the zoning map to rezone from Industrial C (IC) and Industrial A (IA) Zones to the Residential A (RA) Zone, and lying easterly of Tyngsboro Road, nut not adjacent thereto, and southerly of the Tyngsboro Town Line, but not adjacent thereto bounded as follows: Northerly by land now or formerly of Merrill; Easterly in part by land now or formerly of Merrill and in part by land now known as the "Greystone Estates Subdivision"; Southerly by said "Greystone Estates Subdivision"; and Westerly in part by said "Greystone Estates Subdivision" and in part by the existing Residential A (RA) Zone line; shown on Assessors map 47, Parcels 45.01 through 45.7, both inclusive; Parcels 24 through 27, both inclusive, and Parcels 43 and 44; and Map 48, Parcel 5.

(Selectmen Approve)
(Planning Board Approve)

ARTICLE 36. Code Amendment Regarding Non-Conforming

It was voted to dismiss this Article

It was voted to adjourn the Adjourned Session of the Annual Town Meeting at 9:25 PM.

A True Record ATTEST

Elaine V McKenna
Town Clerk

TOWN OF WESTFORD
SPECIAL TOWN MEETING
MAY 9, 1998

At a legal meeting of the inhabitants of the Town of Westford, qualified by law, to vote in Town Affairs, held at the Abbot School on May 9, 1998, called to commence at 12:00 noon, the following business was transacted:

Election Officers, using voting lists, acted as tellers at the doors. A quorum of 200 was present.

Ellen Harde, Town Moderator, called the meeting to order at 12:00 noon.

Before the meeting began, there were several people that were recognized for their service to the Town.

Dave and Pat Matheson received the Second Annual Gordon Seavey Recognition award for their work with Net Day.

Bob McCusker was recognized for serving 9 years as an elected member of the School Committee.

Elizabeth Chachus was recognized for 42 years of service as a school teacher.

Mohammed Malik was recognized for 6 years of elected service as a JV Library Trustee.

Madonna McKenzie was recognized (and presented a rocking chair) for her 6 years of service as an elected Selectwoman.

ARTICLE 1.

It was voted that the Town transfer the sum of $10,000, or some other sum, from the Water Department Master Plan Implementation Fund to the Cote Well Disinfection Fund to pay for additional costs of constructing a disinfection facility.

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 2.

It was voted unanimously that the Town transfer various sums between and among various accounts for the Fiscal Year ending June 30, 1998 as follows:

From:	Account #100/12520	Overlay Surplus	$	50,000.00
To:	Account # 71033830	Conservation Exp. Trust		50,000.00
From:	Account #100/12520	Overlay Surplus		22,606.75
To:	Account #19240/52011	Town House Printing		2,720.00
	Account #19240/52011	Town House Printing		9,880.00
	Account #16118/51201	Town Clerk Election Wkrs		1,396.75
	Account #4099/58055	Senior Cntr Paving Pkg Lot		8,610 00
From:	Account #43141/52121	Solid Waste Disposal		2,403.25

To:	Account #16118/51201	Town Clerk Election Wkrs	2,403.25
From:	Account #43141/52121	Solid Waste Disposal	50,920.00
To:	Account #21030/51301	Police Overtime	38,920.00
	Account # 21040/52084	Police Operating Expenses	12,000.00
From:	Account #12341/52270	Matching Grant Funds	5,000.00
To:	Account #54136/51126	COA Van Drivers	3,600.00
	Account # 54140/52282	COA Van Expenses	1,400.00
From:	Account #54240/52147	Veterans Expenses	15,000.00
To:	Account #44040/52064	Grounds Water Expense	5,000.00
	Account #144540/52044	Tax Taking Fee Expenses	4,650.00
	Account #16140/52011	Town Clerk Ballots	1,850.00
	Account #21030/51301	Police Overtime	3,500.00
From:	Account #17181/58076	Conservation Capital	50,000.00
To:	Account #21040/52084	Police Operating Expenses	18,000.00
	Account #42330/51301	Highway Snow & Ice Exp.	32,000.00

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 3.

It was voted unanimously to amend the Pay Classification Plan for the current fiscal year by increasing the maximum salary for the position of Senior Librarian to $34,527.

(Selectmen Approve)
(Finance Committee Approve)

ARTICLE 4.

It was voted to authorize the Board of Selectmen to acquire or accept a parcel of land at the corner of Tadmuck Road and Route 110, shown as lot 15.2 on Assessors Map 23.

(Selectmen Approve)
(Planning Board 4 in Favor 1 abst)

ARTICLE 5.

Article 5 was dismissed.

ARTICLE 6.

It failed for the lack of a 2/3 majority (313 Yes, 208 No) that the Town amend its zoning bylaw and in connection therewith amend its Zoning Map adopted May 6, 1978 and on file in the office of the Town Clerk, by extending the 'Commercial Highway' zone beginning at a point on Carlisle Road, four hundred seventy five (475') feet from the centerline of Route 110 and running along Carlisle Road one hundred fifty (150') feet toward Melissa Drive, turning thence northeasterly and running by land of Ziehler two hundred twenty five ('225) feet; then turning northwesterly and running a distance of approximately one hundred sixty (160') feet to the rear corner of the existing Commercial Highway Zone.

(Selectmen Disapprove)
(Planning Board - No Position)

It was voted to adjourn the Special Town Meeting at 1:30 P.M

A True Record ATTEST

Elaine V. McKenna
Town Clerk

NOVEMBER 16, 1998 SPECIAL TOWN MEETING

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town Affairs, held at Abbot School on Monday, November 16, 1998, the following business was transacted:

Election officers , using voting lists, acted as tellers at the door, the attendance was 605. Ellen Hardc, Town Moderator, called the meeting to order at 7:45 PM

It was voted to allow the following non-voters to the Special Town Meeting Jeff Chelgren, Land Use Coordianator, Frank Messer, Finance Director, Mark Hamel , Town Engineer, Joe Lamb, Animal Control Officer,

ARTICLE 1:A brief presentation was made by Bob Webb regarding the progress at Gould Farm.

ARTICLE 2: Approved ;That the Town accepts the provisions of MGL Ch.60, S.3D., relative to establishing an Aid to Elderly & Disabled Taxation Fund.

ARTICLE 3: Failed That the Town amend Chapter 38 of the Town Code, entitled "Personnel",

ARTICLE 4: Approved That the Town raise and appropriate the sum of Seven Hundred Twenty Four Thousand Three Hundred and Twenty Nine Dollars ($724,329) for the following specific purposes for Fiscal Year 1999:

a. Debt Principal & Interest	$500,507
b. Retirement Assessment	154,629
c. Health Insurance Premiums	25,313
d. Compensation Reserve	18,054
e. Conservation Planner	17,000
f. Council on Aging Programs	8,800
g. NVTHS Assessment	26
Total	$724,329

ARTICLE 5: Approved That the Town raise and appropriate the sum of One Hundred and Five Thousand Dollars ($105,000) for the remodeling, reconstruction and making extraordinary repairs to the septic system at the Norman E. Day School.

ARTICLE 6: Approved That the Town appropriate from the Stabilization Fund the sum of One Hundred Forty Thousand Dollars ($140,000) for the remodeling, reconstruction and making extraordinary repairs in connection with the replacement of the roof at the Roudenbush Community Center.

ARTICLE 7: Approved That the Town raise and appropriate the sum of Twenty Five Thousand Dollars ($25,000) for the purpose of architectural and engineering services, cost estimates, schematic drawings, and associated costs related to siting facilities for the Highway Department.

ARTICLE 8: Approved That the Town raise and appropriate the sum of Fifty Thousand Dollars ($50,000) for the purpose of architectural and engineering services, cost estimates, schematic drawings, and associated costs related to siting facilities for the School Department.

ARTICLE 9: Voted That Article 9, relative engineering work at the Robinson School, be withdrawn

ARTICLE 10: - ApprovedThat the Town raise and appropriate the sum of Twenty Thousand Dollars ($20,000) from Receipts Reserved - Insurance Reimbursement under the provisions of MGL, Ch.44, S.53E1/2 to make necessary repairs due to water damage at Westford Academy; or act in relation thereto.

ARTICLE 11: Approved That the Town appropriate from Free Cash the sum of Five Hundred Thousand Dollars ($500,000) to be deposited in the Stabilization Fund, established pursuant to MGL, Ch.40, S.5B.

ARTICLE 12: Approved That the Town appropriate from Free Cash the sum of Two Hundred and Thirteen Thousand Dollars ($213,000) to be deposited in the NESWC Tip Fee Stabilization Reserve Fund.

ARTICLE 13 Failed That Article 13, relative to applying Free Cash to reduce the FY'99 tax rate, be withdrawn.

ARTICLE 14: Failed That the Town transfer the sum of Sixty Thousand Dollars ($60,000) from the Water Department Master Plan Implementation Fund to the department's capital account #45281-58080 to pay for costs related to meet Y2K system requirements in upgrading the SCADA system.

ARTICLE 15. Approved That, pursuant to MGL Ch.40, S.15A, the Town transfer from the Water Commissioners to the Cemetery Commissioners, the care, custody and control of, and to change the use thereof to cemetery purposes, an 11.7 acre, more or less, lot of land off Patten Road, said lot located at the west side of the entire parcel of thirty (30) acres, more or less, and bisected by an easement of New England Power Company and bounded by the power lines, Patten Road and the Russian Cemetery, the Rooks Way subdivision and Forge Village Road; the entire thirty (30) acre parcel being referred to as Parcel #20-43, Book 1239, Page 42, in the Middlesex North Registry of Deeds; said 11.7 acre lot being further described as Lot 1 on a plan prepared by Diversified Civil Engineering dated June 1, 1998 and entitled "Plan of Land - Forge Village Road and Patten Road, Westford, Massachusetts", which is on file at the Office of the Planning Board, further that such transfer be subject to the following conditions:

1 The Cemetery Commissioners agree to restrict initial development of the cemetery to the area containing approximately three (3) acres across from the Patten Road access which abuts the Russian Orthodox Cemetery;

2 As the need arises, additional acres may be developed, one acre at a time, in progression towards Forge Village Road;

3. The land to be developed in a "park-like" manner to establish landscaping, including shrubs and both deciduous and flowering trees to replace those cut from the existing forest;
4. If at such time in the future as the Cemetery Commissioners determine that it has no further need or use for the land for grave sites, the remaining undeveloped land will be transferred back to the care, custody and control of the Water Commissioners;
5. The Cemetery Commissioners will maintain or replace the existing buffer of trees on the westerly side of the parcel, adjacent to the Rooks Way subdivision;
6. This vote shall be conditional upon authorization from the Massachusetts Department of Environmental Protection and the Massachusetts Legislature, the General Court.

ARTICLE 16: Approved To see if the Town will vote to authorize the Board of Selectmen to file special legislation with the General Court authorizing the change of use of an 11.7 acre parcel of town-owned land off Patten Road and Forge Village Road as described as Lot 1 on a plan prepared by Diversified Civil Engineering dated June 1, 1998, entitled "Plan of Land, Forge Village Road and Patten Road, Westford, MA" which is on file at the office of the Planning Board and being a portion of a thirty (30) acre parcel referred to as Parcel #20-43, Book 1239, Page 42, recorded in the Middlesex North Registry of Deeds, so that the use of said land is changed from water supply purposes to cemetery purpose, and so that the care, custody and control of said land is transferred from the Water Commission to the Cemetery Commission; said change of use and transfer of care custody and control is authorized by vote of the Water Commission and by Town Meeting vote, pursuant to MGL Ch.40, S.15A.

ARTICLE 17: Approved To see if the Town will vote to authorize the Board of Selectmen to file a home rule petition to the General Court, pursuant to Article LXXXIX of the Massachusetts State Constitution, or any other authority, to authorize an Open Space Land Bank Fund for the Town of Westford; Previously approved in Article 3 of of the Special Town Meeting November 13, 1995.

ARTICLE 18: Approved That the Town amend the Westford Code by adding a new by-law to read as follows:

"No person shall own or keep in the Town any dog which, by biting, barking, howling, scratching or crying, or in any other manner disturbs the peace and quiet of any neighborhood, destroys private property, or endangers the safety of any person. Any violation of the by-law may be enforced by the Animal Control Officer through non-criminal disposition procedure in accordance with the following schedule of fines:

First Offense:	Warning
Second Offense:	$25 fine
Third Offense:	$50 fine
After Third Offense:	$100 fine"

ARTICLE 19 Failed Motion to be made by Petitioner. Petition reads: "To adopt Massachusetts General Law of Civil Service 31 Section 61A and 61B. Police Officer and Firefighter Health and Physical Fitness Standards."

NOVEMBER 17, 1998 ADJOURNED SPECIAL TOWN MEETING

A quorum being present, the Town Moderator Ellen Harde convened the meeting at 7:45PM

ARTICLE 20 Approved That the Town accept the following roads as public ways, pursuant to MGL, Ch.82, as laid out with boundaries and measurements, and filed with the Town of Westford: Baldwin Road, Blake's Hill Road, Rome Drive, Briarwood Drive, Jarvis Way, Lynwood Lane, Rose Lane, Blueberry Lane, Swanson Lane, and Sweetwood Circle.

ARTICLE 21 Approved That the Town amend section 173-13 (Table of Use Regulations) of the Town of Westford Zoning Bylaw so that subsection B(8) provides that a municipally owned drinking water filter plant, pumping plant, filtration plant, purification works and treatment works are allowed as an as of right permitted use in all districts so that subsection B(8) reads as follows:

"(8) Municipally owned drinking water filter plant, pumping plant, filtration plant, purification works and treatment works:

RM	RA	RB	B	CH	IH	IA	IB	IC	ID	BL
P	P	P	P	P	P	P	P	P	P	P

"

ARTICLE 22 Approved That the Town will rezone from IA to RA parcels of land on the Westerly side of Oak Hill Road, being shown as Assessors map 46, parcels 17.1 through 17.11 and known as Sweetwood Circle.

ARTICLE 23. Dimissed On a motion to be made by petitioner. - relative to the rezoning from IA to RB, 1.08 acres, more or less, of land at the intersection of Bridge Street and Graniteville Road, being a portion of a parcel of land shown on Assessor's Map 30 as Parcel 77 and, more definitely delineated as Lot 1 on a Plan of Land prepared by Diversified Civil Engineering for Industrial Rents, LLC, dated 24 February 1998.

ARTICLE 24 Dismissed The article relative to see if the Town will vote to amend the its zoning bylaw and in connection therewith to amend its Zoning Map adopted May 6, 1978 and on file in the office of Town Clerk, to extend the 'Commercial Highway' zone from the existing corner of the zone at Carlisle Road one hundred fifty (150') along Carlisle Road (toward Melissa Drive), turning there northeasterly with an angle of sixty (60) degrees to Carlisle Road, Three hundred (300') feet then turning again northerly and running at a distance of approximately two hundred fifty (250') feet from the sideline of Carlisle Road to the rear corner of the existingCommercial Highway zone.

ARTICLE 25 Failed On a motion to be made by the petitioner. "To see if the Town will vote to amend Chapter 173 of the Code of the Town of Westford (also known as the "Zoning By-law of the Town of Westford") by deleting Section 173-25 "Multifamily development" in its entirety

ARTICLE 26 Failed To see if the Town will vote to rezone from RA to RM a parcel of land being shown as Assessors map 47, parcel 20 1; to rezone from ID to RM parcel of land shown

as Assessors map 47, parcel 21 and 22; and to rezone from ID to RA a parcel of land being shown as Assessors map 47, parcel 20.2, all said land being situated on the westerly side of Tyngsboro Road near 120 Tyngsboro road.

ARTICLE 27: Failed On a motion made by petitioner to rezone from RA and CH to RM parcels of land being shown as Assessors map 23, parcels 50,51,52,55,80,81,82,and 83, all said land being situated on the northerly side of South Chelmsford Road across the street from the Middlesex County 4-H Fairgrounds.

It was voted to adjourn the Special Town Meeting at 11:50 PM

A True Record :ATTEST

Nancy Oakes/Town Clerk

MARRIAGES

DATE	GROOM BRIDE	DATE OF BIRTH	RESIDENCE
22-Aug-98	Abely, Philip George	19-Jun-70	N. Chelmsford, MA
	Smerigan, Wendi Ann	15-Jun-70	Westford, MA
3-Oct-98	Barisano, Dana	13-Dec-61	Westford, MA
	Schaffner, Colleen Marie	2-Jul-65	Westford, MA
30-Aug-98	Bates, Craig Brian	8-Feb-76	Westford, MA
	Johnson, Christine Ann	31-Jul-78	Westford, MA
25-Jul-98	Breen, Kevin Michael	4-Nov-71	South Boston, MA
	Atkinson, Holly Lynne	21-Sep-72	South Boston, MA
28-Feb-98	Budinger, Bruce D.	27-Jun-65	Lake Forest, CA
	Perron, Cheryl-Lynn J.	28-Apr-70	Lake Forest, CA
6-Jul-98	Carey, William J.	20-Feb-71	Westford, MA
	Jones, Stacy A.	2-Oct-70	Westford, MA
10-Jan-98	Cassidy, James P.	27-Dec-53	Westford, MA
	McQuaide, Gail	5-Jun-53	Westford, MA
10-Jul-98	Cecere, Shawn A.	21-Aug-70	Lowell, MA
	Culver, Karen E.	14-Feb-73	Westford, MA
11-Jul-98	Clement, Kevin John	15-Sep-68	Westford, MA
	Thornton, Sherry Sue	10-Nov-69	Westford, MA
16-Aug-98	Conrad, Mark Eugene	7-Aug-68	N. Chelmsford, MA
	Marchand, Darlene M.	10-Oct-67	N. Chelmsford, MA
12-Dec-98	Cook, Louis Charles	22-Jan-69	Westford, MA
	LeBlanc, Tracy Lynn	2-Mar-69	Westford, MA
19-Dec-98	Cortis, Jonathan David	24-Apr-79	East Lyme, CT
	McGowan, Lauren Lynne	13-Oct-80	Niantic, CT
28-Aug-98	Cunningham, Joseph Anthony	18-Apr-70	Lowell, MA
	Prescher, Debra Lynn	19-Nov-66	Lowell, MA
19-Jul-98	Dahmen, Joseph Emil	28-Aug-38	Westford, MA
	Dahmen, Jane	10-Jun-41	Westford, MA
19-Jun-98	DeLair, Sean M.	21-May-73	Richmond, VA
	Eckel, Leigh A.	21-Aug-72	Richmond, VA
26-Sep-98	DeSimone, Paul Michael	8-Jun-63	Westford, MA
	Batchelor, Susan Kaye	7-Nov-69	Westford, MA
24-Apr-98	Desjean, David	2-Sep-76	Hampton, VA
	Lewis, Linda M.	15-Jun-75	Hampton, VA
12-Sep-98	Ditto, Scott Christopher	15-Dec-71	Westford, MA
	Murphy, Lori Beth	2-Jan-75	Westford, MA
25-Jul-98	Doherty, Thomas William	17-Jan-42	Westford, MA
	Bowers, Virginia Leigh	5-Jun-64	Westford, MA
17-Oct-98	Douglas, Kevin Scott	20-Sep-68	Lowell, MA
	Nakashian, Nora Pauline	11-Oct-66	Belmont, MA
19-Sep-98	Eisenklam, David Mark	16-Nov-66	Westford, MA
	Knowles, Sarah Keniston	17-May-69	Westford, MA
3-Oct-98	Engratt, Stephen Michael	26-Jul-74	Leesburg, VA
	Shea, Christine Marie	24-Oct-64	Leesburg, VA
27-Jun-98	Farrar, Raymond A.	5-Feb-70	Gardner, MA
	Lucero, Jacqueline A.	15-Dec-63	Westford, MA

27-Dec-98	Fenner, David B.	26-Jan-45	Westford, MA
	Leukhardt, Pauline Marie	28-Jan-58	Westford, MA
21-Nov-98	Ferguson, George Alonzo Jr.	3-Jul-67	Burlington, MA
	Boland, Julie Ann	7-Feb-71	Burlington, MA
24-May-98	Ferreira, David J.	24-Apr-69	Chelmsford, MA
	Raneri, Katherine E.	18-Dec-72	Chelmsford, MA
12-Dec-98	Ferreira, John Michael	10-Aug-72	Tyngsborough, MA
	Cresta, Julie Kathaleen	4-Jan-73	Chelmsford, MA
15-Nov-98	Forget, Keith Alan	31-May-72	Douglas, MA
	Russo, Loren Leigh	26-Feb-75	Chelmsford, MA
20-Sep-98	Frost, David Robert	4-Mar-70	Westford, MA
	Anastas, Leah Jean	7-Aug-71	Lowell, MA
12-Sep-98	Funaro, Daniel James	17-Jul-68	Westford, MA
	Hoebeke, Nicole Marie	22-Mar-73	Westford, MA
4-Apr-98	Georgoulakos, Charles James	12-Jun-71	Nashua, NH
	Kleimon, Amy Beth	22-May-71	Nashua, NH
17-Jul-98	Germann, Mark K.	6-Apr-58	Westford, MA
	Wesnofske, Victoria	6-May-64	Westford, MA
6-Sep-98	Granger, Scott Christian	4-Oct-72	Westford, MA
	Richard, Michele Lynn	6-Jun-73	Westford, MA
15-Aug-98	Hardy, Joseph Michael	24-Mar-77	Dracut, MA
	Eaton, Holly Lynn	13-Dec-77	Dracut, MA
19-Sep-98	Hatcher, Christopher Warren	24-Mar-62	Maynard, MA
	Smith, Emily Anne	10-Sep-67	Westford, MA
20-Jun-98	Horton, David F.	24-Mar-43	Westford, MA
	Jones, Carolyn L.	11-Jun-70	Westford, MA
11-Sep-98	Jardin, Thomas Emanuel	1-Nov-58	Westford, MA
	Hightower, Joyce Ann	17-Oct-58	Westford, MA
29-Aug-98	Keins, Scott E.	9-Mar-71	Westford, MA
	Corr, Kerry A.	18-Dec-71	Westford, MA
3-Oct-98	Lamy, Norman R.	6-Oct-51	Westford, MA
	St. Pierre, Brenda Mary	24-Apr-59	Westford, MA
20-Jun-98	Litchfield, Lawrence A.	19-Jun-62	Leominster, MA
	Finney, Carol A.	25-Aug-59	Westford, MA
1-Nov-98	Lodge, Michael W.	28-Jul-74	Fitchburg, MA
	Like, Nicole A.	22-Jul-74	Fitchburg, MA
6-Jun-98	Long, Matthew J.	16-Aug-76	Rochester, NH
	Haschick, Jeanine R.	22-Mar-79	Westford, MA
23-Jan-98	MacMillan, Robert T.	10-Nov-57	Groton, MA
	Curran, Dawn M.	11-Dec-64	Nashua, NH
3-Oct-98	McCallum, Michael R.	24-May-68	Westford, MA
	Dean, Nicole M.	4-Jul-72	Westford, MA
21-Jun-98	McDonald, Brian Christopher	3-Jul-74	Lancaster, CA
	Thuotte, Nicole Ann	28-Mar-76	Westford, MA
5-Jun-98	McGowan, Kevin P.	14-Apr-55	Lowell, MA
	Earls, Randi L.	23-Jul-63	Lowell, MA
20-Jun-98	McManus, Shawn Christian	30-May-70	Westford, MA
	Bedard, Jennifer Leigh	25-Dec-72	Westford, MA
14-Mar-98	Methot, Daniel J.	17-Oct-60	Westford, MA
	McMahon, Theresa M.	1-Jan-66	Westford, MA
9-Jul-98	Meyer, Gerald Edward	27-Feb-52	Millfield, OH

	Chapman. Barbara Jean	31-Mar-47	Millfield, OH
14-Jun-98	Mignacca. Anthony P.	8-Sep-71	Everett, MA
	Teague. Kathleen	2-Dec-69	Westford, MA
12-Sep-98	Mitrano. Matt Steven	27-Nov-66	West Groton, MA
	Orso. Christina Lynne	5-May-65	West Groton, MA
15-Aug-98	Moody. Alexander George	15-Dec-70	Peabody, MA
	Spiller. Kristin Lis	11-Mar-72	Westford, MA
3-Oct-98	Morash. Donald E.	22-Jun-69	Westford, MA
	Christian. Julie A.	19-Jul-72	Westford, MA
30-May-98	Morse. William T.	15-Sep-67	Downers Grove, IL
	Cecere. Sheri C.	19-Jan-74	Westford, MA
3-Oct-98	Nastasia. Kevin Joseph	12-Dec-73	Westford, MA
	Findlay. Sarah Cyrena	12-May-76	Westford, MA
31-May-98	Neary. Raymond Anthony	27-Oct-71	Waltham, MA
	Swift. Margaret Anne	15-Dec-73	Waltham, MA
1-Apr-98	Newcombe. Leslie S.	30-Oct-59	Westford, MA
	French. Lisa M.	13-Aug-57	Westford, MA
10-Jan-98	Newton. Alton B.	19-Jan-38	Westford, MA
	Pelham. Joyce F.	20-Jul-52	Westford, MA
17-May-98	Nicosia. Joseph J.	5-Aug-60	Westford, MA
	Hester, Margaret E.	11-Jun-63	Westford, MA
14-Feb-98	Oppen. Peter E.	10-Jul-54	Westford, MA
	Ortiz-Eljahmi. Gloria I.	30-Mar-62	Westford, MA
30-May-98	Ostlund. Daniel Brian	25-Oct-72	Lowell, MA
	Collins. Lisa Marie	13-Oct-73	Lowell, MA
10-Oct-98	Palmer. William H.	22-Jul-70	Westford, MA
	Bartlett, Elizabeth Mary	20-Nov-67	Westford, MA
10-Jan-98	Pendleton. David Barnes	3-Mar-56	Westford, MA
	McNulty. Carole Elaine	11-Jun-60	Westford, MA
26-Apr-98	Pflaum. Gregory M.	17-Nov-64	Westford, MA
	Peterson. Michelle S.	27-Feb-62	Westford, MA
2-May-98	Plum. Russell W.	13-Dec-49	Lowell, MA
	Pizza. Laura J.	23-Jun-61	Boston, MA
24-May-98	Polignano. Glenn	3-Nov-72	Salt Lake City, UT
	Phelan. Annmarie K.	12-Jul-74	Salt Lake City, UT
9-Oct-98	Porterfield. Chris F.	6-May-69	Littleton, MA
	Morris. Stacey Sandiford	29-May-70	Littleton, MA
14-Nov-98	Poulios. Thomas C.	6-Dec-67	Tyngsborough, MA
	Howard. Casey M	24-Apr-72	Tyngsborough, MA
27-Jun-98	Preston. Derek W.	21-Oct-69	Westford, MA
	Galipeau. Candace H.	13-May-71	Westford, MA
25-Sep-98	Quattrini. Victor L.	2-Apr-33	Westford, MA
	Sheehan. Kathleen A.	15-Oct-46	Woburn, MA
4-Apr-98	Ratchford. Michael F.	15-Dec-54	Westford, MA
	Sefarian. Barbara A.	23-Oct-54	Westford, MA
11-Oct-98	Rayhill. Robert Glenn	22-Nov-65	Westford, MA
	Clare. Ann Elizabeth	26-Jul-64	Westford, MA
29-Aug-98	Reppucci. Joseph Andrew	6-Jun-70	Westford, MA
	Bussey. Kimberly Ann	19-Dec-70	Westford, MA
3-Oct-98	Revis. Jonathan M.	29-Apr-65	Groton, MA
	Warren. Irene D.	19-Aug-67	Groton, MA

7-Jun-98	Rochon, Christopher A.	28-Oct-72	Westford, MA
	Murray, Jennifer	10-Jun-72	Boxboro, MA
20-Jun-98	Rochon, Edward P. Jr.	15-Mar-54	Townsend, MA
	Parker, Laura L.	2-Nov-69	Townsend, MA
18-Apr-98	Rossi, Michael J.	17-Jun-69	Haverhill, MA
	Phalen, Rachael L.	18-Jul-68	Westford, MA
12-Sep-98	Saboliauskas, Jay Christopher	26-Nov-71	Lowell, MA
	Sherman, Susan Marie	27-Jan-72	Westford, MA
26-Sep-98	Shannon, Bryan	2-Feb-77	Woburn, MA
	Foley, Kim Bernice	27-Apr-77	Westford, MA
14-Nov-98	Skulley, Patrick William	22-Oct-71	Wakefield, MA
	Porteous, Brooke Ellen	13-Jun-72	Burlington, MA
18-Apr-98	Smith, Randall W.	11-Jul-52	Westford, MA
	Hargis, Lolita F.	12-Nov-62	Westford, MA
17-Oct-98	Stander, John J.	9-Jan-67	Westford, MA
	Smith, Pamela J.	5-Sep-70	Westford, MA
3-May-98	Stankowski, Ralph	26-Jul-59	Westford, MA
	Franceschi, Lauren	17-Jun-57	Westford, MA
19-Sep-98	St. Gelais, Timothy Alan	22-Apr-66	Derry, NH
	Hayden, Elizabeth Anne	3-Mar-69	Derry, NH
16-Oct-98	Surkis, Alvin J.	22-Oct-46	Westford, MA
	Collins, Sharon Ann Arlene	13-Feb-48	Westford, MA
22-Aug-98	Sweet, Ernest Garrett	11-Sep-74	Dunstable, MA
	Cobleigh, Stephanie Ann	12-Dec-72	Westford, MA
10-Oct-98	Tule, James E.	7-Dec-68	Westford, MA
	Kupec, Jenifer Mary	12-Sep-72	Westford, MA
24-Jun-98	VanDernoot, Robert M.	3-Dec-48	Westford, MA
	Matthiessen, Elizabeth C.	1-Oct-57	Westford, MA
29-Aug-98	Waterman, Matthew Arnold	24-May-70	Westford, MA
	Hallett, Stacey	8-Jan-60	Westford, MA
13-Jun-98	White, John David	12-Jun-67	Hudson, NH
	Sharkey, Anne Marie	18-Aug-70	Hudson, NH
12-Sep-98	Whitehouse, Donald Elliott	17-Feb-48	Westford, MA
	Otto, Veronica Lee	26-Aug-48	Westford, MA
31-Jan-98	Wong, Peter C.	3-Mar-67	Westford, MA
	Lang, Anita	7-Aug-71	Westford, MA
20-Jun-98	Yeomans, Donald W. Jr.	4-Mar-62	Westford, MA
	Ciampi, Angela S.	9-Dec-54	Westford, MA

BIRTHS

DATE	NAME	MOTHER	FATHER
17-Sep-98	Alber. Blake Christopher	Lisa T. (Tolley)	Robert C.
18-Feb-98	Alipour. Nicole Seuy-Lan	Lydia W. (Cheung)	Ali R.
15-Oct-98	Antinoro. Melanie Dineen	Margaret S. (Dolan)	Mark S.
2-Feb-98	Ardura. Sean Rowan	Mone D. (Rowan)	Juan C.
23-Sep-98	Azevedo. Beckett Queenan	Margaret C. (Queenan)	Raimundo J.
20-Mar-98	Baez. Luis Heriberto JR	Jennifer L. (Fletcher)	Luis H.
29-Aug-98	Baggeroer. Caroline Elizabeth	Susanna L. (Cassady)	Paul A.
15-Feb-98	Bardasz. Nicole Elizabeth	Patricia A. (Roman)	Theodore
30-Jan-98	Barmas. Charles Daniel	Cynthia L. (Kochanski)	Donald F.
15-May-98	Barnes. Noah Robert	Christine M. (McElhiney)	Dale R.
15-May-98	Barnes. Sarah Marie	Christine M. (McElhiney)	Dale R.
28-Aug-98	Barrowman. Kendall Lauren Baird	Stephanie R. (Baird)	Graham M.
27-Feb-98	Barry. Jessica Paige	Vickie L. (Stambler)	Joseph M.
4-Jul-98	Barton. Nathaniel Thomas	Deborah A. (Juergens)	Timothy A.
21-Feb-98	Beattie. Sarah Elizabeth	Kelly P. (O'Neill)	Mark E.
21-Oct-98	Bedard. Nicole Renee	Linda K. (Kellogg)	Kevin J.
5-Feb-98	Bibbo. Erik Christian-Pekkala	Lisa K. (Pekkala)	Christian W.
20-May-98	Biciunas. Kevin Paul	Joan E. (Kent)	Paul J.
2-Oct-98	Bird. Matthew Gibbs	Carrie A. (Gibbs)	Richard M.
5-Nov-98	Bond. John Emmanuel	Erica K. (Kapalis)	Frank S.
3-Oct-98	Borodawka. Lukas Korbey	Kelsey J. (Korbery)	Steven A.
12-Aug-98	Bowen. Nicholas Allen	Julie A. (Monson)	Christopher J.
4-Oct-98	Bragaw. Timothy Louis	Kari A. (Baker)	Louis K.
19-Aug-98	Brennan. Elizabeth Lee	Courtney L. (Brennan)	Erik L. Snyder
2-Jun-98	Brennan. Peter Joseph	Joanne L. (Licciardello)	Thomas G.
13-Nov-98	Brooks. Kevin Porter	Julie A. (Porter)	James H.
26-Sep-98	Brooks. Samuel Gallagher	Wendy H. (Hammond)	Christopher H.
23-Oct-98	Bunker. Jordan Anna	Mary J. (Cennerazzo)	David F.
23-Oct-98	Bunker. Zachary David	Mary J. (Cennerazzo)	David F.
10-Aug-98	Burke. Caileigh Scotton	Suzanne M. (Clancy)	Daniel R.
30-Sep-98	Callahan. Jacob Charles	Elizabeth Z. (Zraket)	John D.
26-Aug-98	Capowski. Erik Robert	Kirsten L. (Storm)	Anthony J.
9-Jun-98	Cardeiro. Alexander Joseph	Wendi A. (Arlein)	Joseph W.
5-Jun-98	Cataldo. Maia Andie	Jennifer L. (Whitney)	Zac A.
5-Apr-98	Champeau. Hunter Thomas	Tracy B. (Estano)	Scott T.
2-Aug-98	Chateauneuf. Hannah Elizabeth	Anne Marie (LaRoche)	Marc M.
14-Sep-98	Chattley. Evan Michael	Jennifer L. (Dubey)	Robert L.
4-Aug-98	Cogliano. Haley Nicole	Lori A. (Habosian)	Herbert S.
15-Jun-98	Cohan. Aimee Russo	Beth R. (Russo)	William M.
26-May-98	Colantuoni. Meghan Ann	Mary A. (Collins)	David T.
19-Mar-98	Congleton. Alisha Ann	Maria A. (Mihaly)	Gregg A.
2-Sep-98	Connell. Briana	Judith A. (Connell)	Alan B.
10-Mar-98	Connelly. Madeline Marie	Christina A. (Sullivan)	Matthew R.
10-Feb-98	Connolly. Keegan Drohan	Susan T. (Royal)	Mark E.
30-Sep-98	Conti-Clark. Mikayla Ann	Kathleen M. (Clark)	Thomas P.
14-May-98	Cordani. Dean Anthony	Laura D. (Drouin)	Anthony L.
26-Apr-98	Craffey. Rebecca Lynn	Lori G. (Blair)	Robert J.

18-Oct-98	Craig. Keely Annette	Marie L. (Levesque)	Nicholas A.
27-Mar-98	Crocker. Luke Michael	Michelle Y. (O'Neill)	Michael B.
17-Mar-98	Croteau. Jared James	Lynette M. (Theriault)	Todd J.
16-Mar-98	Cuggino. Tea Marie	Andrea F. (Pina)	Joseph A.
5-Jun-98	Cullen. Patrick William	Denise M. (West)	William E.
11-May-98	Curran. Brian Thomas	Susan E. (Burns)	Timothy P.
9-Apr-98	Curtis. Emily Ziel	Mary H. (Pilliod)	Dale H.
29-Mar-98	Cusworth. John Alexander	Theresa M. (Click)	Trevor
20-Nov-98	Dahdouh. Bassam Khaled	Lousia J. (Tajra)	Khaled J.
18-Aug-98	Dellanno. Tea Laura	Lisa L. (Vadala)	Steven W.
13-Apr-98	Demaras. Matthew Francis	Jayne E. (Spitz)	Matthew P.
27-Aug-98	Demarco. Kelly Donna	Krista L. (Pude)	Dante J.
21-Jul-98	Der. Jennifer Katelyn	Ling T. (Tseng)	Harry W.
3-Dec-98	Desrochers. Camille Faith	Audrey L. (Rosenberg)	Mark J.
24-Aug-98	Devlin. Julia Marie	Stephanie J. (Grabowski)	Joseph E.
17-Apr-98	Dinkel. Alexis Rose	Marianne (Barlow)	Louis D.
19-Jul-98	Ditcham. Ryan Simon	Wendy L. (Dreier)	Simon C.
28-Mar-98	Dodge. Ryan Hale	Kim S. (Raskin)	Christopher H.
16-Nov-98	Doherty. Sean Edward	Robin L. (Lindblad)	Daniel E.
8-Jun-98	Donohue. Meghan Rose	Ellen M. (Dessureau)	William R.
21-May-98	Doscher. Catherine Herault	Cameron L. (Herrold)	James C.
17-Jan-98	Duncan. Cole James	Elizabeth A. (Purcell)	David J.
17-Jan-98	Duncan. Emma Elizabeth	Elizabeth A. (Purcell)	David J.
17-Jan-98	Duncan. Jacob James	Elizabeth A. (Purcell)	David J.
29-Jul-98	Dunne. Mark James	Michele L. (LeFlore)	James A.
18-Mar-98	Durbin. Zachary Thomas	Jennifer L. (Gruner)	William L.
3-Oct-98	Ebert. Jordyn Ann	Leslie A. (Phillips)	Kurt R.
6-Apr-98	Egan. Thomas Brian	Barbara C. (Burns)	Brian D.
21-Nov-98	Ekberg. Elizabeth Ann	Maryann K. (Knight)	Eric J.
27-Jun-98	Evans. Jesse Marie	Rebecca E. (Tingey)	Edmund M.
18-Feb-98	Fitch. Hannah Juliette	Jenny L. (Jacobs)	Gregory J.
29-Oct-98	Flory. James Daniel	Tracy A. (Woznac)	Delmont J.
27-Feb-98	Forcucci. Anastasia Beatrice Sama	Lisa M. (Sama)	John
27-Feb-98	Forty. Shannon Grace	Mary E. (Lynch)	Karl N.
14-Nov-98	Franz. Katarina Emma	Robin L. (Gallant)	Kurt E.
21-Sep-98	Frost. Leah Marie	Tania J. (Smith)	Mark J.
20-Jun-98	Gabriel. Julia Alexis	Carol A. (Pappas)	Joseph E.
20-Mar-98	Galper. Benjamin Maxwell	Angela D. (Delillio)	Michael J.
4-Jul-98	Gao. Sarah Wenjing	Jing (Xiang)	Wei
11-Mar-98	Gavel. Allison Mary	Lori J. (Gavin)	Daniel J.
17-Jan-98	Gibbons. Andrew Liam	Margaret E. (Egan)	Robert E.
11-Jul-98	Gilmore. Tessa Siobhan	Karen L. (Miller)	Sean W.
8-Oct-98	Gingras. Marlene Beth	Cheryl B. (Brown)	David G.
29-Oct-98	Glidden. Jonathon David	Kerry A. (Bolger)	Daniel J.
26-Apr-98	Gluck. Hannah Catherine	Hermione E. (Ritchie)	William C.
11-Aug-98	Gomez. Jacob Daniel	Jennifer L. (O'Brien)	Daniel
23-Sep-98	Goodwin. Dorothy Jeanne	Diahne J. (Pearsall)	Thomas B.
20-Aug-98	Gormley. Ryan Lawrence	Susan M. (McPherson)	Lawrence A.
21-Jul-98	Gottschalk. Emma Rose	Barbra J. (Leach)	Jeffrey C.
6-Aug-98	Gould. Erika Nicole	Donna E. (Ackles)	Robie B.
2-Apr-98	Graziani. Emily Renee	Nancy L. (Bosomworth)	Robert J.

14-Jul-98	Gregg, Caroline Rose	Gail M. (Bochenko)	Richard E.
10-Jun-98	Grimm, Dylan Andrew	Sheila A. (Klinger)	Craig K.
15-Aug-98	Gurley, Ryan Douglas	Sherin A. (Davis)	M. Douglas
6-Apr-98	Harish, Varsha	Pankaja N. (Hadya)	Manchaiah
11-Feb-98	Harkness, Joseph Nicholas	Angela (Scutero)	Scott A.
3-Sep-98	Harris, Benjamin Alexander	Karen M. (Mockler)	Richard G.
13-Aug-98	Hasche, Daniel Harrison	Sherry A. (Harrison)	Robert W.
9-Jul-98	Hatke, Anna Constance	Heidi C. (Clarke)	Gary F.
22-Jun-98	Heinold, Annika Joy	Erin D. (Dempsey)	Alan S.
22-Jun-98	Heinold, Lilia Charlotte	Erin D. (Dempsey)	Alan S.
7-Aug-98	Hess, Madison Virginia	Lane P. (Peterson)	John W.
29-Apr-98	Hesseltine, Patrick Steven	Kelli A. (McGrath)	Scott L.
9-Feb-98	Hickey, Ryan Clifford	Darlene A. (Walcott)	Bruce W.
1-Sep-98	Hillman, Zachary Owen	Michelle A. (Pence)	Seth J.
21-Jan-98	Holman, Mitchell Dean	Rochelle (Scala)	Dean C.
4-Jul-98	Hosford, Liam Patrick	Paula M. (Poirier)	Neil P.
1-Oct-98	Hovsepian, Armen Dro	Nina M. (Proudian)	Vartkes
14-Jan-98	Huddleston, Jessica Sara	Kathleen M. (Flynn)	Douglas S.
21-Jul-98	Hunt, Julia Rose	Celeste M. (Artura)	Paul C.
12-May-98	Hurley, Caroline Elizabeth	Jennifer D. (Derick)	Matthew P.
19-Jun-98	Hutcheson, Andrew David	Suzanne D. (Smith)	David D.
23-Jul-98	Jenkins, Madeline Jane	Linda M. (Borghesani)	James M.
12-Nov-98	Jerzylo, Zachary Stephen	Carolyn (Anderson)	Michael
18-Feb-98	Johnson, Starbuck Walker	Jennifer A. (Morrow)	Scott A.
24-Feb-98	Jung, Timothy Kim	Kyunmi (Kim)	Bongjin
13-May-98	Kacherian, Madison Mary	Pauline C. (Pelletier)	Scott T.
25-Apr-98	Kain, Katherine Grace	Sharon G. (Glenn)	Robert R.
7-Feb-98	Karadizian, Joseph Archag	Patricia M. (Mineo)	Richard Z.
7-Mar-98	Karkota, Alyssa Morgan	Sheryl L. (Primeau)	Jason A.
18-May-98	Keele, Lilly Rose	Kristen L. (Forsythe)	David A.
10-Jun-98	Keller, Jaimi Savannah	Deborah A. (Ahl)	Edmond M.
19-Aug-98	Kelley, Daniel Joseph	Kerry A. (Cryan)	Shawn M.
22-Sep-98	Killian, Ericka Leona	Cherie S. (Geary)	John R.
17-Feb-98	Kovalchik, Nicholas Walter	Rose M. (Mordarski)	Joseph J.
17-Jul-98	Lamb, Ainsley Samara	Sheila M. (Ludden)	Daniel J.
25-May-98	Lamson, Brittany Brooke	Kymberleigh E. (Lamson)	
23-Oct-98	Lausier, Darren Joseph	Melanie D. (Doto)	Kenneth P.
2-Jan-98	Lavelle, Tabitha Bea	Kristel A. (Scarmeas)	Gary W.
5-Feb-98	LeBlanc, Victoria Ruth	Renee E. (Godcharles)	Jon M.
26-Jun-98	Lebleu, Grace Anne	Alison Z. (Zollo)	David L.
9-Sep-98	Lemieux, Daniel David	Leah E. (Burnham)	Paul R.
1-Nov-98	Limbert, Gillian Scanlon	Tara C. (Scanlon)	Robert C.
14-Aug-98	Loiacono, Kayla Mae	Christine M. (Cote)	Mark L.
28-Jun-98	Lombardi, Nathaniel Zhenrui	Jasmine B. (Tan)	Mark A.
10-Nov-98	Longmire, Emily Alane	Jennifer H. (Hunt)	John
10-Apr-98	MacLure, Molly Beth	Regina R. (Bumann)	David E.
22-Oct-98	Mahanna, Catherine Elizabeth	Tracey A. (Witts)	Thomas J.
1-Jul-98	Makuch, Christina Elizabeth	Susan E. (Phalon)	Kenneth A.
6-Feb-98	Manolopoulos, William Stephen	Gerri Lynn M. (O'Keefe)	William M.
10-Sep-98	Marchand, Rebecca Lynn	Jessica L. (Marchand)	Brian K. Smider
24-Jan-98	Marcou, Abigail Rose	Diane M. (Blais)	Dennis P.

7-Jun-98	Markoski. Andrew Kenneth	Christina M. (Burke)	Kenneth A.
3-Mar-98	Marple. Jeremy Stephen	Linda T. (Moore)	Stephen L.
31-May-98	Matley. Hunter Handel	Karen L. (Collins)	Mark R.
17-Feb-98	Mattingly. Julia Elizabeth	Karen A. (Lang)	Barnabas P.
17-Feb-98	Mattingly. Lauren Anne	Karen A. (Lang)	Barnabas P.
25-Apr-98	Mauro. Emilee Anne	Marilyn M. (McLatchy)	David F.
13-Aug-98	Mc Laughlin. Eric John	Diane L. (Fries)	William C.
30-May-98	McCarthy. Christopher John	Andrea M. (Lombardi)	Paul R.
7-Oct-98	McDonough. Ryan Patrick	Ann C. (Sukeforth)	Patrick J.
13-Aug-98	McGinty. Emma Catherine	Nancy C. (Donnellan)	Thomas F.
13-Aug-98	McGinty. Maxwell Thomas	Nancy C. (Donnellan)	Thomas F.
15-Aug-98	McGrath. Evan Perry	Taylor M. (Winston)	Finbarr J.
28-Apr-98	McKearney. Sara Rose	Mary A. (Rogers)	John F.
16-Oct-98	McKenna. Allison Marie Katherine	Christine M. (Tisdale)	Kevin J.
16-Apr-98	McNabb. Brandon William	Patricia A. (Zampell)	Frank T.
11-Aug-98	Measer. Daniel Joseph	Sharon S. (Simas)	Stephen F.
29-Oct-98	Melvin. McKenzie Elizabeth	Kristine A. (Krumfolz)	James M.
29-Jan-98	Mendonca. Danielle Anita	Dawn M. (Noble)	Laurindo M.
26-Jun-98	Menzie. Ryan Michael	Kathleen C. (Conway)	Michael T.
4-Aug-98	Metcalf. Jonathon Fisher	Carolyn K. (Brown)	Douglas E.
12-Jan-98	Miles. Tristan Joseph	Tracie A. (Grossman)	Michael J.
12-Sep-98	Miller. Abigail Elizabeth	Ann M. (Brozio)	Robin L.
23-Apr-98	Minassian. Micaela Rose	Patricia M. (McGuire)	Richard O.
4-Feb-98	Molnar. Jared Michael	Michele L. (Serrette)	George M.
4-Feb-98	Molnar. Logan Henry	Michele L. (Serrette)	George M.
26-May-98	Mooiweer. Joshua William	Mara D. (Weitzman)	Peter
8-Jun-98	Moomjian. Caroline Elizabeth	Katharine A. (Wenzke)	Gregg M.
27-Jan-98	Morin. Olivia Ashley	Cheryl A. (Foster)	Paul R.
13-Jul-98	Morse. Connor Bradley	Lisa G. (Grossman)	Jeffrey R.
8-Jul-98	Mortimer. Brianna Leigh	Lyn M. (Whalen)	John S.
4-Aug-98	Muir. Duncan Fraser	Katherine M. (Messer)	Craig D.
27-Jun-98	Mulcahy. Alexander James	Christina L. (Walen)	Michael J.
9-Feb-98	Murphy. Marianna	Kimberlie F. (Faucher)	Ronald G.
13-Feb-98	Murray. Brian Alexander	Lynne B. (Alexander)	Scott P.
12-Feb-98	Narankevicius. Anna Lee	Ruth A. (Sheppard)	Mark W.
25-Jan-98	Neuhaus. David Christopher	Liliane P. (Pedroso)	David C.
23-Jun-98	Ni. Michael Xintao	Ruotong (Wang)	Jian
6-May-98	Nolan. Patrick Joseph	Christine A. (Poirier)	Stephen J.
25-Jul-98	Noone. Juliette Teresa	Lisa B. (Bonneau)	John A.
4-Feb-98	Ober. Christopher Dane JR	Lisa H. (Hodgess)	Christopher D.
28-May-98	O'Connor. Emily Katherine	Erin F. (Finnigan)	Stephen D.
14-May-98	O'Neal William Roland Hanley	Mariclare T. (Foster)	Robert D.
12-Oct-98	Oppen. Benjamin Joseph	Gloria I. (Ortiz)	Peter E.
11-Nov-98	Orfanos. Emma Elizabeth	Betsey C. (Crawford)	Gerry
12-Jul-98	Pacifico. Lindsey	Gail (Larden)	Steven M.
23-Aug-98	Parrish. Rosie Kailee	Lee S. (Miranda)	Jeremy E.
12-Jul	Payne. Bryanna Breeze	Lisa A. (Rowe)	James E.
17-Mar-98	Pecora. Veronica Almon	Jeanie L. (Read)	James J.
12-Jun-98	Peladeau. Nickolas James	Riana A. (De Masi)	Randy J.
30-Sep-98	Pender. Philip Warren III	Laurie A. (Vigeant)	Philip W.
17-Feb-98	Pianin. Eric Abraham	Ronni S. (Salk)	Jerrold M.

17-Feb-98	Pianin, Laura Kendra	Ronni S. (Salk)	Jerrold M.
23-May-98	Pilachowski, Kyle James	Patricia A. (Donlin)	Robert M.
15-Oct-98	Powell, Channah Miela	Susan M. (Perry)	Hale
14-Oct-98	Preiss, Brian Christopher	Karen (Pangallo)	Joseph A.
25-Apr-98	Prentice, Matthew Taylor	Muriel D. (Robichaud)	Thomas C.
28-Aug-98	Pride, Jennifer Bassett	Janet C. (Chambers)	John B.
3-Jun-98	Quinn, Sarah Carolyn	Deborah C. (Cerruti)	Mark D.
23-May-98	Quinn, Sean Patrick	Kimberley M. (Smith)	Edward A.
6-Feb-98	Raboin, Zachary Robert	Melinda G. (Gandy)	Paul C.
12-Jun-98	Raczelowski, Alesia Joy	Kathryn A. (Szopa)	Stanley F.
6-May-98	Rajiv, Rogit Bonda	Savitha (Subbarayappa)	Rajiv B.
29-Sep-98	Ravindra, Sanjay Francis	Patrice M. (Donnellan)	Ravi
4-Jan-98	Reed, Andrew Eric	Perry S. (Kellstedt)	Matthew L.
1-Oct-98	Ricci, Matthew Curtis	Laura A. (Ryan)	Louis A.
11-Mar-98	Rice, Joseph Harding	Sharon R. (Schroeder)	Haradon J.
16-Oct-98	Rivet, Ashley Paige	Kathleen (Dermody)	Dean H.
10-Aug-98	Rochon, Kayla Rose	Kathy A. (Sullivan)	Richard J.
10-Aug-98	Rochon, Maria Lynn	Kathy A. (Sullivan)	Richard J.
26-Jun-98	Rodman, Sophie Abigail	Kristine A. (Kurowski)	Mark R.
1-Jul-98	Rourke, Nolan Michael	Leanne (Ducharme)	Terrance M.
8-Jun-98	Rovendro, Julia Rose	Pamela S. (Morin)	Mark J.
28-Jun-98	Roy, Alexander Harold	Susan T. (Bent)	Stephen H.
18-Sep-98	Russo, Christopher Michael	Mary P. (Byrne)	Joseph A.
26-Nov-98	Sannella, Michael John	Mary A. (Bresnahan)	Michael L.
26-Feb-98	Sannicandro, Margaret Elisabeth	Elisabeth K. (Colleran)	Joseph P.
26-Feb-98	Sannicandro, Michael Anthony	Elisabeth K. (Colleran)	Joseph P.
25-Jun-98	Sarkar, Karan	Shashwati (De)	Jyotirmoy B.
27-Sep-98	Scaramuzzo, Chiara Joan	Elaine M. (Galligani)	Peter A.
2-Jun-98	Schladenhauffen, Zachary Ross	Gina M. (Garozzo)	Mark S.
20-Feb-98	Seifert, Jack Hunter	Barbara J. (Melanson)	Jeffrey C.
7-Aug-98	Seltzer, Maya Lynn	Cynthia D. (McKinnon)	Aaron J.
2-Oct-98	Selway, Jonathon Scott	Susan R. (Dinapoli)	Christopher P.
23-Feb-98	Serpa, Alayna Nicole	Cheryl J. (Frazier)	Albert J.
31-May-98	Shaughnessey, Kate Ellen	Joan E. (McDonald)	David G.
29-May-98	Shein, Matthew Samuel	Lisa (Di Bartolomeo)	Jonathon J.
15-May-98	Shipman, Daniel Frost	Kimberly M. (Purcell)	Russell F.
4-Jun-98	Sian, Nicholas Andrew	Cherie A. (Taglienti)	Delfin S.
1-Jul-98	Smith, Jessica Ellen	Jessica V. (Vaughan)	Kevin H.
11-Aug-98	Smrtic, Benjamin William	Mary Beth (Gabriel)	Mark A.
13-Nov-98	Somers, Ari Jordan	Donna S. (Ronan)	Gary A.
13-May-98	Splaine, Jesse McMillan	Elizabeth B. (McMillan)	Kevin R.
19-Apr-98	St. Martin, Tristan Richard	Christine C. (Caliri)	William C.
18-May-98	Stiles, Elizabeth Ellen	Laura M. (Maloney)	William E.
9-Jun-98	Stone, Dean Richard	Debra L. (Friberg)	Richard D.
11-Apr-98	Stout, Brianna Vittoria	Sandra M. (Dell Anno)	Brian J.
13-Aug-98	Sullivan, Sarah Ann	Joan M. (MacArthur)	Edward P.
10-Nov-98	Swensen, Nicholas Jon	Rose P. (Purrelli)	Andrew J.
19-Mar-98	Szypko, Gregory Mark	Eileen K. (Kain)	Mark A.
14-Jul-98	Tabor, Matthew Patrick	Judiann M. (Mancuso)	Mark P
21-Jan-98	Taylor, James Campbell III	Lisa S. (Williams)	James C.
28-May-98	Thompson, Alexis Victoria	Heather A. (Thompson)	

15-May-98	Trainor. Peter Francis	Kim M. (Abbott)	Peter T.
21-Aug-98	Tsouprake. Garrett Charles	Toni L. (Mitchell)	Gregory K.
5-Oct-98	Turcott. Emily Grace	Anne C. (Zapadra)	Richard H.
12-Dec-98	Twogood, Renee Maurye	Deaun V. (Viole)	Mark J.
19-Oct-98	Underhill. Joseph Pullano	Giannina M. (Pullano)	John R.
16-Jan-98	Valante. Brian Anthony	Lynne E. (Moore)	Glen E.
3-Nov-98	Vasilevsky. Joshua Alan	Robin L. (Fetzer)	Alexander D.
10-Jun-98	Violette. Devin Marie	Jill A. (Cademartori)	Bret A.
6-Sep-98	Voghel. Jianna Sylvia	Lynda M. (Derosa)	Donald G.
9-Mar-98	Warner. Michael Joseph	Paula M. (Wakeen)	Eric M.
5-Jul-98	Waszak. Julia Luisa	Angela C. (Capossela)	John P.
30-Jan-98	Welch. Abigail Anne	Suzanne J. (Mortenson)	Paul X.
6-May-98	Welch. Christina Elisabeth	Denise M. (Choquette)	Michael F.
23-May-98	Welch. Kyle Benjamin	Dawn M (Welch)	
5-Feb-98	West. Hannah Jacquelyn	Martha D. (Eddy)	Kenneth A.
26-May-98	Wheeler. Mitchell Frederick	Kim A. (Avery)	Thomas M.
20-Oct-98	White-Gilbert. Quincy Rush	Ivy C. (White)	Emanuel R.
5-Sep-98	Wing. Shannon Paige	Cindy S. (Smith)	Timothy J.
25-Aug-98	Winn. Tyler John	Darlene L. (Lagasse)	John E.
21-Feb-98	Wolf. Renee Rebecca	Amy L. (Longman)	Mark A.
2-Apr-98	Woodward. Julie Marie	Amy E. (Kiss)	Timothy J.
23-May-98	Yang. Faye	Vivian H. (Lu)	Che-Liang
15-Sep-98	Yao. Jeffrey Jiayi	Yingjuan (Zhang)	Zhidong

DEATHS

DATE	NAME	MARITAL STATUS	AGE
23-Mar-98	Alexander. Mary A.	Wid-George W. Alexander	95
23-May-98	Andrade. Segundo S.	Hus-Carmen Rodriguez	93
4-Feb-98	Armstrong. David	Hus-Agnes Elder	93
27-Dec-98	Asquith. Robert T.	Hus-Doris Mac Farlane	79
26-Jan-98	Basner. Willard J. Sr.	Hus-Grace Hanson	73
23-Dec-98	Beals. George S.	Hus-Linda Pilla	45
26-Nov-98	Bellemore. Pauline	Never Married	67
12-Nov-98	Berube. C. Kenneth J.	Wid-Mary C. Ramsdell	83
13-Aug-98	Blake. Carl	Hus-Thelma Smith	72
11-Apr-98	Bloomgren. Jeannette L.	Wid-Thure Bloomgren	86
25-Feb-98	Breneman. Pauline Helen	Wid-Edward D. Breneman	72
6-Oct-98	Brennan. Charles F.	Div-Constance Iannuzzo	70
20-Sep-98	Busch. Bernice Regina	Wid-Stanley V. Busch	96
4-Feb-98	Carey. Elizabeth R.	Wif-Timothy Carey	42
10-Jun-98	Carton. Joseph Francis	Wid-Ida Priscilla McDowell	84
19-Jan-98	Chambers. Edward Forbes	Hus-Shirley Speaker	76
16-Jan-98	Champey. Carol	Wif-Joseph Champey	69
5-Jan-98	Chew. William E.	Hus-Lynne O'Flahavan	62
25-Aug-98	Collins. Verne	Wid-Edwin P. Collins	84
27-Sep-98	Cornwall. Bertha	Wid-William W. Cornwall	68
29-Apr-98	Crocker. Blanche L.	Wid-Kenneth Crocker	73
15-Jul-98	Culver. Richard L. Jr.	Never Married	24
3-Aug-98	DeKarski. George H.	Wid-Josephine Powers	88
24-Apr-98	Del-Papa. Anthony	Hus-Catherine Gandalfo	83
11-Sep-98	Denisevich. Anthony	Hus-Cecelia Wall	85
26-Nov-98	Descarreaux. Norman F.	Wid-Jeanette Lussier	79
11-Oct-98	Diamond. Jeannette F.	Wid-Hugh J. Diamond	82
16-Jan-98	Drescher. Adelaide M.	Wid-Edwin H. Drescher	81
21-Jan-98	Drescher. Adelaide M.	Never Married	77
16-Jul-98	Duggan. Esther Lillian	Wid-Daniel D. Duggan	94
18-Sep-98	Eriksen. Robert E.	Div-Harriet Gray	77
13-Jun-98	Eves. Jason Michael	Never Married	26
12-Aug-98	Feehan. Mark Joseph	Never Married	39
20-Jan-98	Ferrell. Rebecca L.	Never Married	22
12-Oct-98	Fisher. Robert Harrison	Hus-Dominica Lipinski	85
8-Feb-98	Foley. Lawrence L.	Div-Susan Fredette	41
23-Jan-98	Fowler. Eleanor Lucille	Wid-Gerald J. Fowler	70
16-Jul-98	Gaudette. Paul R.	Wid-Astrid Erickson	89
12-Mar-98	George. Mary C.	Wid-David George	77
26-Oct-98	Giard. Armand	Never Married	86
1-Nov-98	Goulet. Camille A.	Wid-Orise A. Mayer	88
26-Dec-98	Gonynor. Betsy M.	Wif-Robert Gonynor	74
14-Sep-98	Grady. Carolynn Marie	Wif-George H. Grady	61
25-Jan-98	Green. Margaret J.	Wif-Edwin A. Green	79
2-Aug-98	Griffin. Louise A.	Wid-Robert J. Griffin	81
25-Jul-98	Haire. Marcelene L.	Wid-M. Weldon Haire	78
18-Mar-98	Harlow. Wallace M.	Hus-Vivian U. Goodwin	72

21-Jan-98	Healy. Marion	Wid-Arthur Healy	95
9-Jan-98	Heslin. Patrick	Hus-Mary J. Regan	91
6-Feb-98	Hill. Durfee B.	Hus-Adeline M. Valentine	88
24-Sep-98	Hill. Theresa	Wif-Wayne R. Hill	44
15-Feb-98	Howard. Stanley Morss	Hus-Florence Burford	76
2-Feb-98	Hunter. Helen Marie	Wid-Dr. John J. Hunter	78
28-Apr-98	Jarvis. Francis	Hus-Edith Horskin	91
27-Apr-98	Johnson. Charlotte	Wid-Albert Johnson	87
14-Feb-98	Johnston. Carol M.	Wif-Everett A. Johnston	63
23-Mar-98	Kaknes. Ernest John	Hus-Frances Hoffman	80
28-Oct-98	Klevas. Rita Maude	Wid-John F. Klevas	75
5-Sep-98	Konfirst. Donna Mary	Div-Joseph Konfirst	49
3-Jan-98	Landry. Diana M.	Wid-Anthony Landry	88
16-Sep-98	Landry. Lucille Z.	Wid-Armand L. Landry	79
18-Jun-98	Lefebre. Pauline	Wid-Robert Lefebre	68
18-Aug-98	Lewis. Robert	Wid-Laura Lee Adams	72
31-May-98	Locicero. June B.	Div-Vincent Locicero	57
23-Jan-98	Lyons. Bruce	Hus-Rita Bibeault	76
12-Nov-98	Magee. Francis	Hus-Mary McKniff	78
27-May-98	Mahanna. Richard	Hus-Barbara Farrell	62
3-Jul-98	Mahoney. Elizabeth F.	Wid-James A. Mahoney	98
28-Oct-98	Maliszewski. Avis J.	Wid-Stanley V. Maliszewski	78
15-Feb-98	Mann. Winifred	Never Married	76
21-Feb-98	Masse. Claire E.	Wid-Bernard Masse	83
15-Apr-98	McAllister. Mary Eva	Wid-William L. McAllister	92
26-Mar-98	McCabe. Paul M.	Never Married	72
26-Aug-98	McCormick. Anne	Wid-Joseph W. McCormick	76
18-Sep-98	McCue. Thomas M.	Hus-Mary Sedach	69
3-Apr-98	Mcintosh. Hazel	Wid-Robert Mcintosh	87
2-Jan-98	McKittrick. John	Never Married	52
14-Feb-98	Mealey. Arthur	Wid-Phyllis Martin	86
16-Nov-98	Mullin. Clara M.	Wid-Charles F. Mullin	91
8-Jun-98	Ogilvie. Harold R.	Hus-Rose Chiaravalloti	79
12-Jan-98	Pagan. Michael R.	Never Married	27
17-Jun-98	Parkhurst. George A.	Hus-Barbara Hildreth	84
4-Jan-98	Peterson. Raymond M.	Wid-Anna Mae Caffery	89
6-Jan-98	Polly. Costa	Wid-Norma Baker	89
12-Apr-98	Poynton. Matthew	Never Married	21
20-May-98	Pretty. Edith Irene	Never Married	86
10-Mar-98	Rama. Louise C.	Wid-Hugo E. Rama	72
14-May-98	Raymond. Frederick A.	Never Married	62
1-May-98	Raymond. Hubert	Wid-Regina M. Healy	88
22-Oct-98	Reid. Mildred C.	Wid-Vinson C. Reid	92
14-Oct-98	Richards. Margaret E.	Wid-Albert P. Richards	92
28-Jun-98	Richardson. Elizabeth	Wid-John Richardson	100
13-Oct-98	Rogers. Mary Rose	Wid-Thomas Rogers	94
20-Dec-98	Rushlow. Dorothy	Wid-James Rushlow	96
23-Jul-98	Rynne. Margaret	Wid-Thomas Rynne	91
17-Aug-98	Saunders. Doris J.	Wid-Stephen H. Saunders	90
14-May-98	Scanlan. Anna Frances	Wid-James F. Scanlan	97
8-May-98	Schneider. Frank Arthur	Hus-Betty Ann Taylor	70

5-Mar-98	Sedgwick, Wendell W.	Div-Ruby Hendsbee	86
21-Feb-98	Simard, Lauretta	Wid-Leopold Simard	85
11-Oct-98	Smith, Albert E.	Hus-Jean R. Ridlon	76
3-Aug-98	Timberlake, James T.	Hus-Janet F. Fowler	71
4-Dec-98	Tinsley, James Mason Sr.	Hus-Priscilla Dubey	55
20-Jul-98	Toivonen, Marion Helen	Wid-Lauri E. Toivonen	76
10-Jun-98	Twente, Clara F.	Wid-Herbert H. Twente	94
5-Jun-98	Walsh, Mary B.	Wid-Thomas J. Walsh	94

Community Profile

Settled May, 1653 **Incorporated September 23, 1729**

Location: Middlesex County, Northeastern Massachusetts, 23 miles Northwest of Boston, 35 miles Northeast of Worcester. Bordered by Acton, Carlisle, Chelmsford, Groton, Littleton, and Tyngsboro.

Highest Elevation: Prospect H8ill 468.5 feet above sea level

Elevation at Town Hall: 400 feet above sea level

Population: 19,697

Total Area: 31.11 square miles

Total road miles: 170

FY 98 Assessed Valuation: $1,598,071,866.00

Residential/Real	$1,354,511,020.00
Commercial	$118,784,336.00
Industrial	$79,660,960.00
Personal Property	$32,557,150.00

FY 98 Tax Rate:

Residential	$15.99 per thousand
Commercial	$15.99 per thousand

Bond Rating: A1

Schools:

Nabnasset Elementary School
Grades K-2
Plain Rd.
692-5583

Robinson Elementary School
Grades K-2
Concord Rd.
692-5586

Norman E. Day School
Grades 3-5
E. Prescott St.
692-5591

Blanchard Middle School
Grades 3-5
West St.
692-5582

Westford Academy
Grades 9-12
Patten Rd
692-5571

Nashoba Valley Technical High School
Grades 9-12
Littleton Rd.
692-4711

Political:

Registered Voters	12,297
Democrat	2,911
Republican	2,181
Unenrolled	6,900

Location of Polls:

Precinct 1	Abbot Middle School
Precinct 2	Norman E. Day School
Precinct 3	Nabnasset Elementary School
Precinct 4	Robinson Elementary School
Precinct 5	Blanchard Middle School

Residents may register to vote at the Town Clerk's Office located in the Town Hall Monday through Friday 8:00 AM to 4:00 PM.

Government: Open Town Meeting, five member Board of Selectmen and Town Manager

Legislators:

State Representative	Geoffrey D. Hall State House Room 237 Boston MA 02113 (617) 722-2320
Senator	Steve Pangiotakos 170 Merrimack St. Lowell MA 01853 (978) 452-0440
	State House Room 416B Boston MA 02113 (617) 722-1530

CITIZEN ACTIVITY APPLICATION FORM

Good Government Starts With You

If you are interested in service on a Town Committee, please fill out this form and mail to the Town Manager, 55 Main Street, Town Hall, Westford MA 01886. This filling out of this form in no way assures appointment. All Committees vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

Date_____

Name_____ Home Telephone_____

Address _____

Amount of Time Avalibale _____

Interest in What Town Committee _____

_____

_____

Present Occupation _____

_____

_____

Education Background_____

_____

TOWN OFFICES HELD

Date Appointed	Town Office	Term Expired

Other Volunteer Positions_____

_____

_____

Remarks_____

_____

_____

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ACKNOWLEDGEMENTS

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TOWN OFFICES

Offices open Monday through Friday

Offices in Town Hall 55 Main St.	8:00 AM – 4:00 PM
Cemetery Department Fariview Cemetery Main St.	7:00 AM – 3:30 PM
Fire Department 51 Main St.	7:00 AM – 4:30 PM
Housing Authority 65 Tadmuck Rd.	9:00 AM – 2:00 PM
JV Fletcher Library 50 Main St.	**Labor Day – June** Mon. – Thurs. 10:00 AM – 9:00 PM Friday 1:00 PM – 5:00 PM Saturday 10:00 AM – 5:00 PM **January – April** Sunday 2:00 PM – 5:00 PM
Police Department 63 Forge Village Rd.	8:00 AM – 4:00 PM
Roudenbush Community Center 65 Main St.	Mon. – Thurs. 8:30 AM – 8:00 PM Friday 8:30 AM – 4:30 PM Saturday 8:30 AM – Noon Sunday 10:00 AM – Noon
Water Department 63 Forge Village Rd.	7:30 AM – 4:00 PM

Visit Westford's Web Page at www.westford.com

MEETING SCHEDULE FOR 1999

Conservation Commission (2nd & 4th Wed)	Planning Board (1st & 3rd Mon)	Board of Health (2nd & 4th Mon)	Board of Selectmen (2nd & 4th Tues)	Zoning Board Of Appeals (3rd Thurs)
1/13/99	1/4/99	1/11/99	1/12/99	1/21/99
1/27/99	1/18/99	1/25/99	1/23/99	2/18/99
2/10/99	2/1/99	2/8/99	2/9/99	3/18/99
2/24/99	2/15/99	2/22/99	2/23/99	4/15/99
3/10/99	3/1/99	3/8/99	3/9/99	5/20/99
3/24/99	3/15/99	3/22/99	3/23/99	6/17/99
4/14/99	4/5/99	4/12/99	4/13/99	7/15/99
4/28/99	4/19/99	4/26/99	4/27/99	8/19/99
5/12/99	5/3/99	5/10/99	5/11/99	9/16/99
5/26/99	5/17/99	5/24/99	5/25/99	10/21/99
6/9/99	6/7/99	6/14/99	6/8/99	11/18/99
6/23/99	6/21/99	6/28/99	6/22/99	12/16/99
7/14/99	7/5/99	7/12/99	7/13/99	
7/28/99	7/19/99	7/26/99	7/27/99	
8/11/99	8/2/99	8/9/99	8/10/99	
8/25/99	8/16/99	8/23/99	8/24/99	
9/8/99	9/6/99	9/13/99	9/14/99	
9/22/99	9/20/99	9/27/99	9/28/99	
10/13/99	10/4/99	10/11/99	10/12/99	
10/27/99	10/18/99	10/25/99	10/26/99	
11/10/99	11/1/99	11/8/99	11/9/99	
11/24/99	11/15/99	11/22/99	11/23/99	
12/8/99	12/7/99	12/13/99	12/14/99	
12/22/99	12/21/99	12/27/99	12/28/99	

Holiday, Meeting subject to change

All Hearing dates subject to change

Agendas to be posted by Town Clerk at least 48 hours in advance

Brookside Mill

George C. Moore's worsted mill at Brookside was built during the industial revolution which unfolded along Stony Brook. It was powered by water supplied from a twenty-acre mill pond and the dam was constructed of heavy granite blocks. The Brookside Mill was the first mill to be built in Westford.